

CHURCH ADMINISTRATOR

Ministry Description

St. Matthew Lutheran Church
Walled Lake and Wixom, Michigan

I. PURPOSE

In response to Christ's love, with the Spirit's help, according to the Father's will, and for God's glory, the Church Administrator will work with co-workers, volunteers, the Treasurer, the Executive Board and the Lead Pastor to provide financial and office services required to achieve the mission at St. Matthew Lutheran Church.

II. RESPONSIBILITIES

Operational responsibilities are in the following major areas:

- Accounting
- Payroll
- Personnel benefits
- Budgeting support
- Staff support
- School support
- Church Office operations
- Other annual projects

Note that all general fund references apply to separate Walled Lake and Wixom books.

Supervisory responsibilities include the following:

- Financial Assistant – Walled Lake and Wixom Campuses
- Church Office and Communications Manager
- Promote and maintain a healthy working relationship with direct report staff and provide guidance as needed
- Work with staff to establish annual goals, provide feedback and annual written reviews

ACCOUNTING

- Oversee and Supervise all Accounting duties as performed by the Financial Assistant for both the Walled Lake and Wixom
- Work with the Treasurer to implement an upgraded version of Quickbooks, including multi-user permissions
- Reconcile checking and savings account statements monthly for:
 - Wixom and Walled Lake general funds
 - Memorial funds
 - Building funds
 - Other banking accounts

- Periodically review bank account balances with the Treasurer, and make necessary transfers
- Create month-end financial reports
 - Balance all asset/liability accounts. Review income expense accounts for proper posting of entries
 - Create reports from proprietary accounting systems
 - Submit to Treasurer and present to Executive Board as needed, including necessary information on the financial status of the church on a ministry level, and as a whole
- Maintain the memorial fund
 - Prepare month-end summary of activity and account balances for requested ministries
 - Review various funds monthly so items do not become stale
 - Assist the Scrip Coordinator in the administration of the scrip program
- Periodically review transactions completed by the Financial Assistant for accuracy and propriety

PAYROLL

- Oversee all payroll activities
- Research and implement a Time and Attendance program as offered by our current payroll processor to streamline and improve the payroll process
- Provide information to the Financial Assistant to update employee payroll records and verify accuracy of updates
- Maintain salary and housing allowance records

PERSONNEL BENEFITS

- Create and maintain a formal on-boarding process for new hires
- Maintain all employee records in compliance with required Labor Laws (Federal and State), and the Employee Handbook
- Annually review the Employee Handbook with the Church Attorney for necessary updates or changes in employment laws, or benefits changes
- Ensure employees receive compensation and benefits in compliance with the Employee Handbook
- Work with Supervisors to ensure they correctly administer the Employee Handbook with their direct reports
- Handle employee situations in compliance with the Employee Handbook, and consult with Church Leadership and Church Attorney as needed
- Work with Concordia Plan Services to implement required and offered benefits
- Work with Health Insurance agent in annual review of health insurance plans, and obtain Executive Board approval for any changes

- Coordinate annual employee open enrollment for health insurance plans
- Prepare annual PTO awards and provide to Supervisors for distribution to employees, and ensure compliance for PTO as outlined in the Employee Handbook, and required by Labor Laws (Federal and State)
- Serve as the staff liaison for the Personnel Committee
- Support Personnel Committee in salary calculations, preparing individual salary sheets, running scenarios and other research as needed
- Submit for approval to the Personnel Committee any salaries or benefit requests that fall outside of the salary grid or benefits as outlined in the Employee Handbook
- Administer all employee leaves as outlined in the Employee Handbook
- Complete any required reporting by Benefits administrators, or government agencies

BUDGETING SUPPORT

- Create budget schedules in preparation of the budget
- Provide support and analysis to the Staff Budget Ministry Work Team in development of the budget
- Prepare the Budget portion of the ballot
- Assist ministries in administering the budget

STAFF SUPPORT

- Respond to Implementation Team and ministry inquiries of account status
- Assist in evaluating and improving office operations and procedures
- Represent the Treasurer in his/her absence

DAY SCHOOL FINANCIAL SUPPORT

- Oversee the Financial Assistant in supporting the Day School

HEARTS & HANDS FINANCIAL SUPPORT

- Oversee the Financial Assistant in supporting Hearts & Hands

OTHER FINANCIAL SUPPORT

- Work with the Financial Assistant to:
 - Develop and maintain accounting systems and internal controls, ensuring integrity and confidentiality of all work performed
 - Run financial reports and perform financial analysis as requested

CHURCH OFFICE AND COMMUNICATIONS

- Oversee all duties of the Church and Office Communications Manager
- Ensure all Office Duties are performed by Office Staff in a professional manner and completed on a timely basis, and that all contact reflects the love of Jesus and the mission of St. Matthew, including in person, phone and electronic communications
- Work with the Church Office and Communications Manager, and other relevant staff, to implement and maintain an improved Church Management System that is relevant to St. Matthew’s ministry needs

ANNUAL PROJECTS

- Complete annual projects as detailed in the Annual Project Schedule, and update or modify as needed
- Assign projects to Financial Assistant as appropriate

OTHER

- Attend IT meetings as needed
- Other duties as assigned

III. SUPERVISION AND CONDITIONS OF EMPLOYMENT

- A. While he/she is directly accountable to God for every aspect of his/her life and ministry, the Church Administrator reports directly to and is under the authority of the Lead Pastor.
- B. The Church Administrator will semi-annually develop goals and objectives to be presented to and reviewed by the Lead Pastor.
- C. This is a full time position.
- D. Compensation and benefits will be set by the congregation and reviewed annually by the Executive Board, upon recommendation of the Personnel Committee.
- E. The Church Administrator is subject to the conditions of employment outlined in St. Matthew Lutheran Church’s Employee Handbook.

Signature of Church Administrator:

Signature of Lead Pastor:

Date: _____

Mission Statement

St. Matthew Lutheran Church exists to make disciples who share Jesus with others.

Core Values

God has called St. Matthew Lutheran Church to:

1. **Believe** in Jesus as the only Savior
(John 14:6; Acts 4:10-12)
2. **Live** as a Bible-based and Spirit-led people
(John 16:13; 2 Timothy 3:16-17; Acts 2:38-39)
3. **Worship** God together
(Colossians 3:16; Hebrews 10:24-25)
4. **Share** the love of Jesus
(Matthew 28:18-20; Acts 1:8)
5. **Grow** closer to and more like Jesus
(Romans 12:1-2; Titus 2:11-14)
6. **Serve** God with our gifts
(Romans 12:4-8; 1 Timothy 6:17-19)
7. **Love** one another in caring communities
(1 Corinthians 13; Ephesians 4:15-16)
8. **Pass** Jesus on to the next generation
(Deuteronomy 6:6-9; Proverbs 22:6)

*St. Matthew Lutheran Church
Staff Values*

One

Lead a spiritually surrendered life

Moved by God's love in Christ, bring the gift of a self that is teachable and yielded to the Holy Spirit.

Approach your work and your life with Spirit-controlled hearts.

1 Tim.4:7; 2 Cor.5:14-15; Rom.8:5-6; 1 Cor.4:1-2

Two

Maintain an infectious, optimistic, and enthusiastic attitude

Ask the people with whom you work, "What can I do to help you?"

Expect to be a team player who has the best interests of the team at heart.

Deut.20:8; 1 Thess.5:11; Phil.2:1-5

Three

Engage coworkers in honest communication

Let's not allow things to go underground. Conflict resolution and meaningful communication must take place in an environment of openness, truth telling with courtesy and sensitivity.
Eph.4:25, 29

Four

Approach your work with intensity

Maintain a fervent and dedicated spirit that perseveres in the midst of difficulty. Put your hand to the plow and don't look back! Do all you can heartily and serve the Lord with fortitude.
Col.3:23-24; Phil.3:13-14

Five

Honor and value volunteers

Motivate and encourage the lay people around you by giving them words of encouragement and appreciation whenever you have an opportunity. Write the note, make the call, give the gift that says, "You and your ministry matter to God!"
1 Pet.2:17; Phil.1:3-6

Six

Keep one eye on eternity

Don't lose the big picture and God's ultimate desire and plan for the world, the church, your life and your ministry. Remember why you're in this.
1 Cor.15:58; Jer.29:11; Acts 20:24

Seven

Get on your knees

Pray for God's supernatural intervention in the life of this church, your family, your ministry and your personal walk with Jesus. Humble yourself before God and expect Him to do great things as you seek to serve Him with all your might.
1 Thess.5:17; 1 Pet.5:6-7; Matt.21:21-22

IV. DESIRED QUALITIES

- A. The Church Administrator's Spiritual Maturity should be reflected as described in Exodus 18:21 ("...select capable men from all the people—men who fear God, trustworthy men who hate dishonest gain..."); Acts 6:3

(“...choose...from among you [those] who are known to be full of the Spirit and wisdom”); 1 Timothy 2:8-12 (“Deacons, likewise, are to be men worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons. In the same way, deaconesses are to be women worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be the husband of but one wife and must manage his children and household well.”); and as follows:

- Fervent personal devotional, Bible study and prayer life
- The fruits of the Spirit should be evident
- Attend worship regularly
- Confidentiality

B. The Church Administrator’s Spiritual Gifts should include:

- Administration
- Encouragement
- Hospitality
- Helps
- Wisdom

C. The Church Administrator should have experience and personal qualities as follows:

- Preferably have a 4 year Business degree, and experience with Human resources and Accounting
- Have supervisory experience
- Be people-oriented, good interpersonal skill, outgoing and congenial
- Self-organization to manage your own time and responsibilities
- Have analytical and problem solving skills
- Be a self-motivated hard worker
- Be results orientated
- Technical skills related to computer and software requirements
- Be a member in good standing of the congregation
- Work cooperatively with co-workers, staff, and congregation members