

## **Welcome to Lord of the Mountains**

We rejoice that diversity in God's creation enriches, nurtures and challenges our life and ministry as followers of Jesus and as servants in the world.

Because we believe with Jesus that God's grace is truly amazing, we are committed to welcoming all people to this place... no matter where you come from, no matter what age, race, socio-economic or family status, no matter what gender identity or sexual orientation.

Grace is for everyone or it isn't grace.

It's that simple.  
It's that amazing.

We really do welcome all!

In the spirit of the Reformation, Lord of the Mountains Lutheran Church continually seeks meaningful ways of expressing our commitment to the life and teachings of Jesus.

We do this by...

- welcoming all people to full participation in our community of faith.
- recognizing there are other ways to God than just our way.
- striving to be compassionate toward all of creation.
  - aspiring to live what we believe.
- allowing for diversity of thought and opinion.
- working for peace and justice for all people.
- committing ourselves to serving others.

## **LORD OF THE MOUNTAINS LUTHERAN CHURCH POSITION DESCRIPTION**

### **CHURCH ADMINISTRATOR**

Revised September 2017

#### **Purpose:**

The administrator is responsible for the oversight of the church's office and supporting the mission and ministries of Lord of the Mountains Lutheran Church.

#### **Responsibilities**

### **1. General Office Duties:**

- A. Order all office, cleaning, kitchen and worship supplies ensuring that the church is ready for worship and events.
- B. Manage Mail: Pick up and take mail to and from the post office and distribute mail to appropriate staff and council.
- C. Church Security: Lock up church on weekdays (and Sundays when available) and make sure doors are secure and lights are off.
- D. Assist with Ordering Curriculum Materials: Order materials for Sunday School, adult education and confirmation.
- E. Order other supplies as requested: Altar Guild, Welcome Bags, etc.
- F. Maintain a weekly list of your tasks so that volunteers who cover the office during Personal Time Off can complete tasks.
- G. Maintain office files (electronic and paper).

### **2. Public Relations**

- A. Welcome and respond to people coming to church office including members of the congregation and the public.
- B. Answer the telephone; respond and distribute messages; make sure phone message is appropriate to the current event or season.
- C. E-Mails/Social Media: answer e-mails and distribute to the appropriate staff or council member.
- D. Interface with the Summit Daily News: Submit the weekly and seasonal ads to the Summit Daily. Assist with news releases as requested.
- E. Bulletin Boards: Maintain the congregation bulletin board and assist with other bulletin board displays as requested.
- F. Lord of the Mountains welcomes a variety of groups to our church building (Unitarians, Jewish Synagogue, etc.) Welcoming and assisting these groups is an important part of this public relations work.
- G. Provide updates to the congregational web editor and assist with the web as requested. (Wix)
- H. Assist with all church mailings.

### **3. Maintain Records**

- A. Maintain addresses, phone numbers, email, births, deaths, transfer of membership and baptismal certificates. Publish church directories on a timely basis. Prepare membership reports for the Pastor to submit to the Rocky Mountain Synod.
- B. Coordinate background checks for volunteers working with children and youth.
- C. Maintain copyrights for music used in bulletin.
- D. Maintain accurate and attractive documents on mission, theology, organizational chart, and annual reports in conjunction with the Church Council, Pastor, and committees.
- E. Prepare the weekly Field Guide; distribute it to the congregation (Mail Chimp).
- F. Maintain the church schedule in an electronic form on the website and in the office.
- G. Provide all forms for the Narthex: Worship Signup sheets, Ladies Lunch Bunch, Community Dinner, Day Services, Son Seekers, Ministry Booklets, Endowment Committee Pamphlet, Prayer requests, etc
- H. Prepare the weekly church bulletin and maintain an electronic and paper file.

I. Assist the treasurer/Finance Committee in sending out quarterly (if there are any hard copies) and all year end statements.

#### **4. Finances**

- A. Working with vendors and suppliers, process all bills, receipts, outreach accounts, music, etc. Keep track so that bills are received and paid in a timely fashion.
- B. Account for bi monthly payroll, mileage for staff, supply staff hours, special cleanings, personal hours and PTO and Pastor vacation.
- C. Maintain petty cash and ensure that it is in the safe each day before leaving the office.
- D. Assist the treasurer of the congregation as requested.

#### **5. Building Usage:**

- A. Provide information/forms/fee schedules to people interested in using the church building and present the completed requests for building use to the Chair of the Building Committee for approval.
- B. Collect all fees, security deposits, and rentals and provide receipts.
- C. Maintain contact information for each group who uses the church, instruct and follow up on groups about church maintenance, security and other general procedures; keep a record of who has the codes and keys to the building.
- D. Ensure that the piano and organ are tuned on a periodic basis in conjunction with the accompanist.
- E. Coordinate building use for non-profit groups, weddings, funerals, other church groups and non- profits. Processes related paperwork and insurance requirements.

#### **6. Maintenance:**

- A. Keep the general building neat, organized and tidy.
- B. Assist the Building Committee with scheduling periodic inspections, cleaning, copier, telephone and computer maintenance, and other legally required maintenance (boilers, smoke alarms, back flow tests, pest control, etc.)
- C. Keep master keys and a collection of separate keys for building and interior doors. Work with locksmith and make duplicate keys when necessary.
- D. Serve as liaison to building custodian.

#### **7. Outreach:**

- A. Administer the Emergency fund as defined by church policy.

#### **8. Special Events:**

- A. Assist with special events such as Easter Brunch, Global Trade Fair, Camp Compassion, and special holiday services as requested.

#### **9. Worship**

- A. Publish weekly church service bulletin by formatting; inserting text, readings, hymns, announcements, birthdays, and other information as requested. Print and fold appropriate amount for each Sunday.
- B. Maintain weekly attendance records from the usher count.
- C. Provide to each usher prior to the service the usher instructions.
- D. Attend weekly worship planning meeting.

#### **10. Pastor/Staff Support**

- A. Prepare weekly worship book for the pastor.
- B. Maintain a weekly calendar for the Pastor; set up appointments and prepare correspondence as requested by the Pastor.
- C. Assist the Pastor in preparing materials for new member class, confirmation class, Theo talk as requested.
- D. Assist the Pastor in welcoming speakers and supply pastors with information about the church location and worship service.

#### **Compensation:**

\$18.00/hour, PT Non-Rostered, Hourly Exempt

Hours: 8:45- 2 M,T,TH,F, and Wednesday 8:45 to 4:00 with additional hours for special events, not to exceed 30 hours/week. Although not required to be in church every Sunday, once a month is required.

**Benefits:** None

**Personal Time Off (PTO):** 8 days PTO/year

**Holidays:** Lord of the Mountains recognizes ten paid holidays.

**Continuing Education:** Eligible for one continuing education program each year with financial assistance from the congregation.

#### **Qualifications:**

Minimum of AA Degree (Bachelor's degree preferred).

Familiarity with general office procedures either through formal training or equivalent work experience.

Proficient in Microsoft office products including Publisher, word, and excel.

Knowledge of web administration (Wix preferred) and social media technology.

Excellent verbal and written communication skills.

Ability to work collaboratively on the church team and with the public.

Strong organizational skills and attention to detail.

Willingness to grow in administrative skills through continuing education.

Flexibility, adaptability and ability to work under the pressure of weekly timelines.

#### **Accountability:**

Reports directly to the pastor and is responsive to the needs of the staff, church council and committee chairs.

#### **Evaluation:**

The Church Administrator will have a 3 month probationary period and an annual evaluation conducted by the Pastor and the Chair of the Personnel Committee.

**Application:**

Resume, references and letter of application may be submitted electronically to [lotm@lordofthemountains.org](mailto:lotm@lordofthemountains.org). Questions may be addressed to Bonnie at 970-468-8937.

Please include in your letter at least answers to the following questions:

- Why you would like to work at Lord of the Mountains Lutheran Church?
- What makes you a good candidate for this job?
- Aside from your office skills, what will you bring to Lord of the Mountains?

**Position is available immediately and open until filled.**