

Prince of Peace Lutheran Church

Church Administrator

Staff & Ministry Support:

- Responsible for appointments/meetings with staff, ministry partners, members, vendors, etc.
- Handles travel arrangements for staff retreats, confirmation retreats, and council members attending SYNOD events.
- Receives and screens telephone calls and emails.
- Retrieves, opens, and distributes office mail.
- Coordinates room usage, Key Fob entry log and door schedules.
- Maintain Membership Roll Program, Church Directory / Major Life Events and prospective new members.
- Support Church Ministries with events, publication, sign-ups, etc.
- Prepares Service Booklets, Funeral Booklets and necessary Church Council papers.
- PayPal coordinator and donation management.
- Support and closely working with financial ministry.
- Run Bi-Monthly Payroll with ADP.
- Prepares annual reports for NJ SYNOD and ELCA.
- Other duties and responsibilities as may be assigned

Vendor Management:

- Responsible for all office equipment (printers, copier, phone contracts, Wi-Fi / modem, outdoor sign, doors, security cameras) and computers in the church building.
- Coordinates and maintains vendor contacts, contracts, and leases.
- Orders all supplies used in the office for worship services, mailings, ministry needs, and support of congregants.
- Keeps up-to-date insurance information for retreats and other activities.
- Sets appointments with vendors for emergencies or maintenance repairs.
- Directly contacts and oversees the cleaning crew.
- Maintains software and shopping membership fees as needed for monthly / yearly contracts.
- Handles Chase Credit Card distribution and the Church PayPal accounts.
- Other duties and responsibilities as may be assigned

Communication:

- Manage church email account, Facebook and Church website
- Social Media Coordinator – Facebook, PayPal, Website
- Prepare eWeekly Newsletter, surveys, direct email letters, immediate Church announcements
- Schedules and maintains online Calendar for POP and Community Groups.
- 'At Home' Worship Booklets – Designs weekly worship booklet for homebound members and updates list of 'At Home' congregants, orders postage supplies and distribution of mailings.
- Prepare Weekend Service Booklets for worship leaders and worshippers.
- Prepares Monthly Church Council Packets, collects minutes and updates from POP Council Representatives.
- Creates and coordinates Annual Meeting Material / Stewardship Book.
- Designs Annual Meeting booklet – 'Year in Review' and gathers material from each ministry for the book.
- Other duties and responsibilities as may be assigned

March 6, 2024

Event Planning:

- Responsible for ordering / catering food selections, handles delivery instructions and payment.
- Organizes volunteer set-up and take-down of events in the church, such as funerals, ministry meetings & events, community one-time events (piano recitals, dinners, weddings, baby showers, etc.)
- Organizes ministry events to support each ministry and not compete with timing, stewardship, etc.
- Coordinates timing of stewardship events organized by the various church
- Applies for 'Action Team' Grants for events
- Other duties and responsibilities as may be assigned

Competencies

- Ability to deal effectively and tactfully with a wide variety of individuals – in person, over the phone and in writing.
- Warm, enthusiastic, and welcoming to members and guests as expected in a Christian environment.
- Ability to work well with others – including members of the staff, congregation, guests and volunteers.
- Demonstrated high level of professionalism with the ability to maintain sensitive and confidential information.
- Demonstrated high level of proficiency in MS Office Suite of Products (Word, Excel, and PowerPoint) and other job-related types of software.
- Excellent organizational skills, focus on accuracy and attention to detail. Must be able to manage a variety of processes.
- Versatility, flexibility, and a willingness to adapt to changing priorities.
- Excellent written communication and presentation skills.
- Commitment to excellence and high standards.

Position Type and Expected Hours of Work

- This is a 35 hour per week position, Monday through Friday.

Required Education and Experience

- Bachelor's Degree or equivalent
- Minimum 5 years of experience in a responsible administrative capacity

Salary, Vacation and Benefits

- Competitive salary commensurate with education and experience.
- Vacation and benefits included, subject to negotiation

Qualified candidates should submit their resume and cover letter via email to: to Personnel Chair Steve Smith at ssmith010153@gmail.com

Indicate in subject line: POP Church Administrator Application

****The deadline for submitting applications is March 31, 2024****