



# St. Andrew's Lutheran Church

*Sharing Christ in Faith, Fellowship & Service*

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**A CONGREGATION OF THE EVANGELICAL  
LUTHERAN CHURCH IN AMERICA**

Senior Pastor  
**Rev. David  
Frerichs**

Director of  
Music  
**Dr. Laura  
Wiebe**

Parish  
Administrator  
**Ruth  
Church**

Council  
President  
**Cindy  
Penrod**

November 5, 2020

## **Call for Applications: Parish Administrator**

It's amazing how you go from one thing to the next without missing a beat. Your ability to move from the details of a thought to the overview of a plan is uncanny. Your integrity is so pure friends wonder how you keep your sanity. If people say you help them feel comfortable, they say you're fun to be around, and you enjoy controlled chaos, you may have found your next job.

This job is not easy. There is a lot work to be done. You do need to have competence in a wide range of topics. For instance, you'll produce the weekly and monthly bulletins, newsletters in paper and digital formats. You'll make sure the calendar is up-to-date. Oh, you'll also need to be able to stop what you're doing at a moment's notice to help someone who walks in or calls. Plus, you'll be a central hub in making sure leaders of the church have what they need to help lead the community.

Are you quick? What about willing to learn knowing it's alright to make a mistake and learn from it? How about knowing after you learn how to do something, it'll need to be near flawless? Flawless communication, execution, multi-tasking, deadline meeting and flexibility?

You won't be on your own. You'll have the freedom and need to work on your own but we thrive working as a team. In fact, in some capacity, you'll work with every person, every leader, member, guest, and volunteer in and outside the building. You're the person who makes communication with, and amongst us, as smooth as a waveless sea. Effectiveness in detail work and communication is so crucial we want to make sure we're a great fit. To do that, we want to know you're paying attention and need you to include a special key when you apply. When you send your information to Pastor David, add "#shibboleth" in the subject line. When you do, we're going to respect the fact that you read this entire description. We're going to read what you have to say. For those who don't add the key to our inbox, their information is sent to the ethers of the digital world. You've made it this far? Rock on! You're awesome.

This is a big job. It requires communication skills, confidence, no-drama, computer competency, and meticulous record-keeping. We know you're a unicorn. Do you know it?

Send us your cover letter, resume and information. Just make sure you answer this one question... what draws you to this job?



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## **Parish Administrator** Job Description

Type of Position: Full time

Reports to: Senior Pastor

Typical Work Schedule: Office hours (9:00 a.m. to 12:30 p.m., 1:30 p.m. to 4:30 p.m. Monday through Friday, with additional hours not to exceed 40 hours)

Benefits: Paid holidays and time off are defined in the Full-Time Staff Leave Policy; ELCA benefits provided for employee.

Salary: \$15 per hour.

Final employment approval: Contingent on reference checks and criminal background check in accordance with the congregation's Child Abuse Prevention policy.

### **Position Description:**

A candidate for this position provides an efficient, organized, professional environment by facilitating reception, administrative, secretarial, and some technological support for the professional staff as well as volunteers, and committees.

A candidate for this position is the first contact most people have with the church, so friendliness and good communication are valued. Many activities take place every day, and this position requires knowledge of ministries and activities so that inquiries can be answered. Also, given the nature of the requests that often come, a high degree of sensitivity and discretion is essential in this position.

A candidate for this position uses technology for a large portion of the job: computers, internet downloads, scanning. Primary computer software includes the Microsoft Office suite with special attention to MS Word, MS Publisher, and MS Excel. In addition, a candidate for this position must be proficient in using church membership database software to maintain records of congregation membership, as well as prospective members, friends of the congregation, visitors and others.

### **Experience Required:**

Prior experience in an office setting is very strongly preferred; experience in a church office is preferred. Someone who is well-organized and has the ability to work with many people would be well suited for this position. The incumbent must be able to multi-task and function with many interruptions—phone calls, office visitors, desktop publishing tasks, etc. Background and proficiency with computer technology is a necessity for success in this position. Must be able to work with minimal supervision and guidance and be a self-starter who takes initiative and manages time and tasks effectively.

### **Education Required:**

High school diploma or equivalent required; College coursework and other training for office management preferred.

**Duties:** The following list is not exhaustive; other duties may be assigned.

#### *General:*

- Enthusiastic and possess a positive outlook toward others.
- A demonstrated ability to work as a team member within a staff.
- Willingness to work a flexible schedule.
- Maintain current awareness of all ministries of this congregation.
- Provide support to Pastor and other program staff.

- Provide support to Congregation Council, Committee chairpersons, and volunteers.
- Attend all appropriate meetings, retreats, and other team-building events for staff as assigned by the Senior Pastor.
- Purchase supplies as needed for the ministries of this congregation.
- Maintain office equipment.
- Sort and distribute mail promptly.
- Check email and respond promptly.
- Run errands as necessary (current mileage rate applies); reliable transportation required.
- Able to lift up to 50 pounds to move deliveries to storage.

*Hospitality/Reception:*

- Greet people as they enter the church office, and monitor who is in the building.
- Handle incoming telephone calls promptly and courteously.
- Organize or set up hospitality for funerals and other occasional events and services.

*Communication:*

- Prepare newsletters, both print and electronic.
- Update bulletin boards weekly.
- Prepare and distribute all materials for special and Annual Congregational Meetings.
- Support various committees and ministries in communicating among the committee and the congregation (mailing meeting announcements, event notices, etc.).

*Worship Material Preparation:*

- Create weekly worship bulletins.
- Provide current bulletin material to slide show composition team.
- Prepare quarterly schedule for lectors, communion assistants, and worship hosts, greeters, etc.
- Prepare bulletins for occasional services such as weddings, funerals, holiday services.

*Record Keeping:*

- Review Attendance Sheets from worship services: recording attendance, making contact information changes, and identifying visitors.
- Maintain and update official congregation records: address changes, births, deaths, baptisms, confirmation, marriages, funerals, etc.
- Complete ELCA parochial reports, Forms A and C, on annual basis with review by Senior Pastor.

*Bookkeeping:*

- Process and code all invoices for Treasurer.

*Calendar and Facilities Scheduling:*

- Keep an accurate calendar of all activities relating to church life.
- Daily building check at beginning and end of work day.
- Coordinate church facilities use by outside groups, members, and congregation organizations (including use fees and building use policy, coordinate maintenance, and repairs).
- Building Management (set thermostats for special services, set up chairs for funerals, check for clutter, and oversee custodian).
- Communicate facilities schedule and occasional events to all staff, especially custodian.
- Maintain key distribution, and key application documentation.

*Computer Systems management:*

- Maintain computers, and routers, back up devices with appropriate software, and virus protection, and resources.

**Annual Performance Review and Review of Job Description**

- Ninety-day evaluation period.
- An annual review will be held with the Senior Pastor and a member of council or the Personnel Committee.

**Those interested in this position may present a resume with cover letter to Pastor David Frerichs (pastordavid@saintandrewslutheran.org). Application review and interviews will be after November 12.**