

ST. MARK'S LUTHERAN CHURCH BY THE NARROWS

6730 North 17th Street
Tacoma, WA 98406

Proposed Job Description

Position Title: **PARISH ADMINISTRATOR**

St. Mark's Mission Statement

St. Mark's is a people and place for God's grace. We are baptized and believing people claimed by Christ. Therefore, we call all people to worship and witness, learn and serve, share God's Word and Sacraments, reach out with words and deeds of love.

Position Summary

This person works with the pastoral and program staff and congregational leaders of St. Mark's to coordinate the administration and the business operations of the church. This person also supervises all non-program staff and reports directly to the Lead Pastor in all aspects of job performance. This is a .5 FTE position.

Essential Functions

1. **ADMINISTRATION OF CHURCH OPERATIONS:** Manages the church operations to insure that the pastoral and program staff are able to fulfill their duties and embrace their callings.
PERFORMANCE STANDARDS
 - a. Supervises all non-program staff: Maintenance Manager, Custodian/Hospitality Host/ Wedding Coordinator, Facilities Assistant, Financial Secretary, and Bookkeeper.
 - b. Conducts their annual performance reviews.
 - c. Provides staff support to the Finance Committee and the Church Treasurer
 - i. Reviews pay guidelines for all staff and provide input as needed for budget and program planning.
 - ii. Assists in the creation and implementation of the annual budget and provides oversight of weekly income and expenses throughout the year.
 - iii. Attends committee meetings such as Stewardship, Finance, Property Management and Church Council as appropriate and requested
 - d. Together with the Office Manager, ensures that the church master calendar is maintained, avoiding over-lapping and over- programming of ministries.
 - e. Coordinates and manages the use of the facility by communicating daily with persons responsible for setting up rooms for all events.
 - f. Oversees all facility scheduling, maintenance, readiness preparation, and use with the Office Manager.
 - g. Works with the Property Management Team to insure that all physical needs are met and that the facilities are safe and secure.

- h. Provides oversight of all technology based systems, including Church Windows, and work closely with the St. Mark's Technology Team.

2. **OFFICE MAINTENANCE:** Maintains office equipment and supplies
PERFORMANCE STANDARDS

- a. Ensures all office machines are kept in working order (e.g. computer, fax, copier, folding machine, scanner, printers, etc.)
- i. Orders office supplies as needed.

3. **TEAM MEMBER:** Contributes to the productivity and professionalism of the administrative team.

PERFORMANCE STANDARDS:

- a. Attends Administrative Team meetings.
- b. Attends church council meetings as requested.
- c. Participates in at least one educational opportunity during the year to improve personal knowledge and training skills in the field of parish administration.
- d. Meets regularly with the Lead Pastor to communicate and plan administrative support for ministry.

Job Qualifications – The successful candidate will show evidence of or possess the following qualifications:

1. Possesses strong leadership and organizational skills.
2. Has the technological skills to use email, the internet, relevant software (such as Church Windows) at an advanced level, and to use other forms of communication to meet the obligations to communicate effectively.
3. Has strong verbal, interpersonal, and written communication skills.
4. Is able to work in partnership with church members and staff.
5. Is energetic, dependable, accurate, and pays attention to detail.
6. Is able to satisfactorily complete pre-employment background checks

Salary will be DOE, based on a half-time, exempt contract.