

JOB TITLE: Administrator (EXEMPT)

DEPARTMENT: Administration

REPORTS TO: Senior Pastor

REVISION DATE: 2/23

JOB SUMMARY: The Administrator is responsible for the execution of all Nazareth Evangelical Lutheran Church Programs, policies and procedures and the coordination of such function. Adheres to Nazareth Luther Church's performance expectations and performs all defined services and other related duties in accordance with the mission, vision and values of the church.

PREREQUISITE QUALIFICATIONS:

- A. Education: Bachelor's degree in business administration, human resources or related field.
- B. Experience: A minimum of five years of previous experience in management, supervision, human resources and program oversight.

DUTIES, TASKS, RESPONSIBILITIES:

- A. Attend to personal spiritual growth.
 - Models biblical principles of spiritual leadership and discipleship in the context of relational interactions and the performance of job responsibilities.
 - Supports and participates in furthering the mission of NELC and its ministries with a strong commitment to a Lutheran theological perspective rooted in grace.
 - Commits to ongoing learning and openness to the Spirit's leading and direction for ministry.
 - Committed disciple and evangelical follower of Christ. Has an authentic and growing relationship with Jesus.
- B. Provides oversight and direction to ministries in the church in conjunction with the Senior Pastor and Senior Management.
 - High relational skills to build relationships, listen and encourage staff.
 - Guides the formation and development of ministry area program statements and assures inclusion of goals, plans, objectives and rationale as they relate to the mission of the church.
 - Facilitates integration of the various ministries of Nazareth Evangelical Lutheran Church to accomplish the church's mission as outlined in our purpose statement.
 - Promotes entire ministry plan of Nazareth Evangelical Lutheran Church in conjunction with the Senior Pastor, Church Council and staff.
 - Acts as staff liaison to Personnel Committee, Blessed Beginnings Committee, Building & Grounds and Finance Committee.
 - Committed to Nazareth Lutheran Church and the partnership with Orchard Hill Church (OHC).
- C. Develops goals and objectives with ministry and program staff.
 - Provides direct supervision to Clerical Staff, Food Ministry Director, Finance Manager, Blessed Beginnings Director and Children & Student Ministry Directors.
 - Formulates with staff goals and objectives for specific ministry and/or position for the upcoming year.

- D. Works with Church Council and Senior Pastor in planning and executing strategies to achieve Nazareth Evangelical Lutheran Church's mission, vision, values and objectives.
- Coordinates planning, administration and scheduling of all church programs, activities and special events.
 - Assures maintenance of master church calendar of events and reconciles related conflicts.
 - Serves as staff liaison on major ad hoc and standing committees and ministry teams as assigned.
 - Coordinates initiatives necessary to implement the long-range plan of Nazareth Evangelical Lutheran Church.
 - Guides, facilitates and coordinates the work of the entire church staff.
 - Coordinates the preparation of the Annual Meeting. i.e. sending notices out to staff/committees for reports, prepares annual meeting agenda, rules & procedures, writes the script for the officers and etc.
- E. Directs and coordinates ministry support staff and student ministry directors.
- Ensures the accurate, effective, and efficient clerical support provided in a friendly manner.
 - Ensures all publications (i.e. Newsletter, Congregational Mailings . . .) are of high quality.
 - Attends student ministry events to encourage and support directors and other staff.
 - Meets on a regular basis with all direct reports to coach, encourage, support and build relationships.
- F. Plans and administers human resource practices in conjunction with the Personnel Committee.
- Administers salary and benefits programs.
 - Ensures personnel actions comply with policy and considers legal implications.
 - Recommends policy and program changes based on trends, identified patterns, feedback, legal issues and other relevant reasons.
 - Maintains knowledge of laws and regulations affecting practices.
 - Assists managers in the application and interpretation of policies, legal compliance, and grievance and discipline problems.
- G. Directs financial plans, budget preparation and adherence.
- Coordinates the financial planning process in conjunction with Finance Manager and Finance Committee.
 - Provides support for management in the development of annual budget.
 - Prepares financial plan and annual budget in a timely manner, meeting appropriate financial indicators.
 - Recommends raises to the Personnel Committee during the budget process.
- H. Administers insurance programs, contracts and capital expenses.
- Works with insurance committee and vendors to ensure adequate coverage.
 - Negotiates rates with vendors.
 - Responds to identified needs for purchases, services and secures bids every three years.
 - Recommends to Church Council the appropriate insurance bid for approval.

- I. Oversees campus property management.
 - Oversees all building projects and serves as owner up on all construction meetings.
 - Provides oversight for proper insurance and liability coverage.
 - Assures campus is well maintained.
- J. Adheres to all safety policies and procedures.
 - Maintains a safe working environment and practices safe working habits.
 - Knows and can demonstrate emergency procedures for fire disaster, tornado and other emergency situations.

MANAGEMENT FUNCTIONS:

- A. Manages in accordance with policies and procedures.
 - Keeps Core Team informed of programs, problems and issues.
 - Resolves problems collaboratively, as appropriate.
 - Communicates to staff all relevant information; holds periodic communication meetings and ensures records are kept.
 - Adheres to existing policies and procedures; assists in/develops policies and procedures that are consistent with regulating agency guidelines and ELCA and/or Nazareth Evangelical Lutheran Church's mission.
 - Serves as a resource and expert to others concerning operations in areas of responsibility.
- B. Manages the selection, orientation and development of personnel.
 - Works with Interview Teams and Personnel Committee to select competent staff at a level consistent with needs.
 - Ensures new employees are oriented to department and job and that initial competency is assessed and documented.
 - Provides and documents ongoing feedback.
 - Completes annual performance evaluations on or before due date.
 - Administers and documents progressive discipline.
 - Encourages staff development (i.e. assessed needs, assists in development of education plans and plans for improvement).
 - Monitors payroll and reconciles as necessary.
 - As needed processes payroll for the Finance Manager.
 - Ensures that accounting issues are handled according to policy.
- C. Establishes, implements and monitors budget.
 - Prepares/contributes to an annual budget that is congruent with goals and objectives.
 - Maintains acceptable level of expenditures consistent with budgeted amounts when possible.
 - Collaboratively with Personnel Committee, adjusts utilization of staff and materials to actual workload when appropriate.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Signed

Date

MISSION

Living together in God's amazing grace, we invite all people to know Christ, grow in Christ, and make Christ known.

VISION

"Getting Our Hands Dirty for the Cause of Christ!"

VALUES

