

**Position Title:** Office Administrator  
**Incumbent Staff Person:** TBD  
**Supervised By:** Lead Pastor  
**Relates To:** Congregation President/Council  
**FSLA Status:** Non-Exempt, Professional Administrative  
**Employment Condition:** Full Time  
**Location:** Prince of Peace Lutheran Church, Roseville, MN

**Position Summary:** This position serves as the support position in the church to manage business and administrative functions of Prince of Peace under the directions of the Lead Pastor and the Congregation Council. These areas include, but are not limited to, the office, administrative support to the pastors and staff, building, communications and technology support. Serves as staff liaison to committees as assigned. May recruit volunteers as needed, to support/complete projects on schedule.

**Expectations of each staff person at Prince of Peace:**

1. Supports the mission of the church and is committed to working together to accomplish Prince of Peace's mission: **We are claimed, gathered, and sent to build the church and love the world.**
2. Maintains confidentiality, discretion and relates well to others with courtesy, respect and compassion.
3. Has a personal theology consistent with the Lutheran heritage and traditions.
4. Seeks to involve others in ministry, delegate when appropriate, and is a team player.
5. Is knowledgeable about and adheres to all current Prince of Peace policies.

**Essential Duties**

**Office Management:**

1. Hospitality/Greet and assist visitors, answer phones and manage messages, make phone calls as requested. Sort and distribute mail.
2. Develop and implement office procedures and standards.
3. File system, membership data and legal document maintenance.
4. Report creation in support of the full breadth of the church's ministries.
5. Plan and supervise the work of volunteers providing support to the office.
6. Allocate appropriate office resources.
7. Maintain appropriate insurance policies.
8. Accounts payable and contributions input.
9. Maintain awareness of any relevant laws and regulations related to this position.

**Communications and Technology:**

1. Coordinate and edit content for website, weekly emails and monthly newsletter (printed and electronic versions).
2. Make regular updates to the website and social media platforms; supporting staff with same.
3. Prepare and produce mailings, press releases, and related church correspondence.
4. Produce weekly and occasional printed worship bulletins, announcements, prayer requests, and digital versions thereof.
5. Maintain member and giving database.

**Property and Equipment Management**

1. Direct the custodial staff to ensure that buildings, grounds and equipment are properly maintained.
2. Oversee building repairs and grounds up-keep with the coordination of the Property Committee.

3. Maintain office equipment, computers, order supplies and services.
4. Control building access.
5. Schedule facility use; maintain the master calendar of scheduled events and collect user fees.
6. Conduct annual review of lease agreements with outside building users in coordination with the Executive Committee.

**Personnel Coordination:**

1. Administer Personnel Policies manual and ensure all employees signed acknowledgment is part of the staff members personnel file.
2. Maintain accurate employee personnel files to include vacation records, sick days, education days, time records, employment offers, contracts and background checks are in the files.
3. Administer payroll and benefits programs of the congregation.

**Other:**

1. Assist with special functions of Prince of Peace Lutheran Church.
2. Other duties as assigned by pastors, staff and/or congregation leadership.

**Knowledge, Skills and Abilities:**

- Strong verbal, oral, written, and interpersonal communications ability;
- Ability to leverage technology towards continual improvement of traditional administrative tasks;
- Competence in use of Microsoft Office including Outlook, Word, Power Point, Excel and Publisher;
- Familiarity with a variety of software platforms including Google (search/sharing), WordPress (website), Constant Contact (email marketing), Parish Soft (Accounting), Simple Church (CRM), or similar platforms;
- Tactful and courteous in dealing with others;
- Ability to manage the position's workload;
- Project management capacity and confidence to delegate tasks to others;
- Understands and can use general office equipment.

**Qualifications:**

- Associates of Arts degree or equivalent experience.
- Demonstrated competence in the use of computers, MS office suite and other relevant software.
- Ability to develop trusting relationship with pastors, staff, congregation members and members of our visiting public.
- Ability to manage building and grounds usage and tenants.
- An outgoing personality and desire for a collegial and collaborative work environment.

I have read and accept this position description:

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Employee Signature

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Date