

**Advent Lutheran Church**  
**Charlotte, North Carolina**  
**Position Title: Church Administrator**

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**Position Summary:**

The Church Administrator will have primary responsibility for the oversight of administration for the church office including the supervision of other clerical staff and the caretaker. Key areas of focus include but are not limited to facilities management, communications, and accounting and payroll services for Advent Lutheran Church and Adventure PreSchool. Additionally this position involves assisting with pastoral care and support as defined.

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**Duties and Responsibilities:**

I. Administration:

1. Serve as a resource to ensure smooth flow of communication among pastoral staff.
2. Coordinate all avenues of communication within the congregation, e.g. weekly e-News, website, bulletin announcements, brochures, etc. Disseminate information to congregation as needed.
3. Administration of Advent website and emailProvide oversight to ensure bulletins and brochures and leader's guides are prepared as necessary; e.g. seasonal and special holidays or services.
4. Develop annual requirements for office operational budget and adhere to approved budget.
5. Office Operation
  - A. Oversee and maintain office systems (i.e. copiers, phone system, network files).
  - B. Maintain/run background checks as required using software.
  - C. Supervise Support staff including: Administrative Assistant and Caretaker and oversee responsibilities that fall into their job descriptions. Responsibility includes preparing annual evaluations.
6. Maintain official church records and documents.
7. Maintain regular office hours as established.
8. Perform other duties as assigned.

II. Finance and Accounting

- A. Perform accounting functions for Advent and Adventure PreSchool using Quickbooks Pro.
  - B. Record deposits of contributions for Advent Lutheran Church.
  - C. Receive all invoices and check requests and make timely payments.
  - D. Work collaboratively with financial secretary and treasurer to produce monthly reports, verify receipt of income and track special funds.
  - E. Work closely with treasurer and finance board to resolve any financial issues.
  - F. Prepare semi-monthly payroll for Advent staff and Adventure Preschool staff.
  - G. Ensure timely payroll tax deposits and tax filings, including 941, W-2, 1009, & 990T.
  - H. Handle any audits from insurance companies.
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- I. Prepare and file semi-annual sales tax refund claims
- J. Provide payroll and benefits administration.
- K. Perform other duties as assigned.

**III. Pastoral Support**

1. Maintain pastoral 'care listing' and assist in pastoral care follow-up.
2. Create/Maintain Weekly Prayer listing for Sunday worship.
3. Serve as a resource to the pastor regarding discretionary needs.
4. Review and analyze membership records. Provide reports where necessary and as requested.
5. Assist Sr. Pastor with coordination of details for weddings and funerals.
6. Maintain parochial records and submit reports to Synod.
7. Perform other duties as assigned.

**III. Facility Oversight**

1. Coordinate the use of the facility and subsequent calendar including use by community groups and Advent Lutheran Church activities.
2. Ensure adherence to the Facility Use Policy guidelines by communicating and enforcing the use of the facility.
3. Ensure maintenance of ALC grounds and building(s) by collaborating with Caretaker, vendors, Property Team, and volunteers to maintain a clean and orderly facility.
4. Be fiscally responsible and adhere to budget for general building expenses including but not limited to: office supplies, janitorial supplies, equipment, telephone service, and copier use.
5. Monitor and coordinate access to the facility and Wubben-Smith House (adjacent church owned property).
6. Serve as focal point for security of Wubben-Smith House.
7. Work with Property Board regarding negotiation of facility contracts including but not limited to: required inspections, insurance policies, HVAC, and security access system.
8. Seek ways to save money while enhancing facility and office operations.

**IV. Office Oversight**

1. Ensure adequate office supplies are in stock and available on an as needed basis while adhering to budget.
2. Maintain general office filing system including development as necessary.
3. Ensure that office equipment is in good working order.
4. Maintain, update, and monitor copier usage and codes.

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**Qualifications:**

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- Demonstrate an example of Christian commitment in life and work.
  - Exhibit a spirit of compassion and love.
  - Strong interpersonal and communication skills, as well as the ability to maintain confidentiality.
  - Extensive knowledge and experience in bookkeeping, accounting, payroll taxes.
  - Ability to use Quickbooks software and Microsoft Office Professional products required.
  - Previous experience working in a church environment desired but not required.
  - College degree or comparable experience preferred.
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**Reports To: Senior Pastor**

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Updated 10/19/2018.

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