

## **ADMINISTRATIVE MANAGER**

Christ the Lord Lutheran Church

Carefree, AZ

[www.ctlcarefree.org](http://www.ctlcarefree.org)

### **About Christ the Lord Lutheran Church (ELCA):**

Christ the Lord Lutheran Church (otherwise known as “CtL”) is located in the town of Carefree, AZ approximately two miles east of the Carefree sundial, nestled in the serene desert landscape. Our church is a member of the Evangelical Lutheran Church in America and actively partners with other local churches as well as multiple national, regional and local service organizations and non-profit organizations. In addition to church events, our property is utilized by multiple community groups, such as twelve step meetings and neighborhood associations.

### **About the Position:**

We have just welcomed a new head pastor and are eager to embark on our next chapter of ministry together, building on the legacy of this joyful and welcoming faith community. The Administrative Manager will work under the supervision of our pastor and in collaboration with our Multimedia Specialist, Pianist, Organist and a number of highly-skilled volunteer leaders. Whoever fills this role will have the opportunity to contribute to the mission and ministry of this church, especially as we reshape our staff and administrative functions to meet the changing needs of our church and community. If you are looking for a place that will celebrate your unique gifts in an environment of good humor, hospitality, reliability, and service to the community, this may be the place for you!

### **Position Details:**

This is a **20/hour a week hourly, non-exempt** position that pays **\$18/hour**. Weekly hours vary depending on the season. Pay rate and some remote work options may be negotiated, depending on the individual candidate’s circumstances and competencies, and after an initial period of training and onboarding.

### **Required Skills and Competencies:**

- Compassionate and welcoming presence
- Reliability and trustworthiness
- Ability to keep confidence and manage sensitive information
- Strong written and verbal communication skills

- Ability to self start and oversee areas of purview, while simultaneously contributing to team projects.
- Problem solving skills and willingness to ask for help when needed
- Proficiency in and/or the ability to learn new systems such as member and contribution database, collaborative document development and file sharing.
- Experience with data entry and file management

**Additional Skills (not required) that will enhance candidate's application:**

- Familiarity with church and worship life
- Experience working with a volunteer-dependant organization and committees

**Key Areas: Listed In Order of Priority**

- 1. Reception Welcome and Hospitality**
- 2. Production of Worship Bulletins and Publicity**
- 3. Communications and Publicity**
- 4. Manage Administrative Files, Accounts, Purchases and Records**
- 5. Administrative Assistant to Pastor**

**Reception Welcome and Hospitality**

- Provide welcoming presence on behalf of the office. You are the host and every contact – physical, verbal, or written – members, strangers, guests and partners.
- Address requests/concerns/needs of members and guests as well as possible, provide service, refer as necessary.
- Set reliable office hours and be present, arrange for trained coverage or provide ample notification of changes. *\*These hours will be determined in collaboration with the pastor.*
- Answer telephone, screen calls as necessary, provide information as able, and route calls. Be generally aware of staff schedules/availability and respond to inquiries accordingly
- Stay informed about the current church events and building schedule in order to provide accurate information and respond to inquiries.

**Production of Worship Bulletins and Publicity**

- Create weekly and seasonal worship bulletins, under the pastor's supervision, and with input from area leaders and staff.

- Create hard and digital copies of worship bulletins for distribution and use.
- Oversee the maintenance of publishing/duplication hardware
- Produce materials necessary for CtL's ministry, especially weekly bulletins, baptismal certificates, sign-up forms at this time, event fliers, etc.
- Work with Council, committees, and organizations to communicate volunteer opportunities
- Oversee volunteer sign-up ups, coordinating with area leaders
- Communicate with congregation and non-congregational user groups necessary calendar information
- Serve as primary contact with all user groups, including proper filing of request/approval of user groups
- Contribute to the production of communication and publicity, especially weekly e-newsletter, in cooperation with the Multimedia Specialist and the Pastor.

#### **Manage Administrative Files, Accounts, Purchases and Records**

- Keep master calendar of all CtL activities, including user groups and assigned areas
- Maintain telephone system, including updating welcome messages, information announcements, and personal voice message boxes
- Keep list of approved vendors and service providers
- Contact approved vendors and service providers as necessary
- Oversee administrative purchasing, including review requests, conducting research as necessary and purchasing. May include submitting reports to the church council or pastor.
- Knowledge of current budget, year-to-date budget, and budget forecasts
- Ability to use or learn to use current congregational financial record keeping software and ability to learn next generation software of same
- Maintain records of financial contributions to congregation
- Monitor and maintain stock of necessary office supplies.
- Coordinate training of occasional volunteers to help with administrative tasks when necessary.

#### **Administrative Assistant to Pastor**

- Serve as first line of communication with pastor, especially when absent from office

- Screen all contacts with pastor, short-stop if possible, determine if emergency, contact pastor in timely fashion on basis of contact, and keep records of all contacts
- Maintain records of pastoral acts (baptism, weddings, funerals, etc.)
- Prepare materials for pastoral acts
- Keep worship attendance statistics
- Maintain records of classes, materials, and attendees
- Maintain records of Columbarium and Memorial Wall, including transmittal of purchase of niche use letter
- Prepare Annual Congregational Report for congregation, in coordination with the pastor and board
- Prepare and submit yearly reports to the ELCA in consultation with the pastor.

**Equal Employment Opportunity:**

CtL is committed to equal employment opportunity for all qualified individuals, without discrimination based upon race, ancestry, national origin, sex, age, physical disability, veteran status, marital status, or sexual orientation to the extent required by law. CtL expects all employees to show respect, demonstrate sensitivity, and maintain integrity toward everyone. Each employee is expected to demonstrate a commitment to the Church's equal opportunity and fair treatment objectives. Violation of this policy may result in disciplinary action up to and including possible termination.

**To apply, please send a pdf cover letter and resume to Rev. Anna Rieke at [pastor@ctlcarefree.org](mailto:pastor@ctlcarefree.org), along with two professional references. Position will be open until filled, with an anticipated start date in January 2025.**