



Redeemer is currently hiring for Office/Business Administrator. If interested, please read job description below and send resume to ntoso@rlc-wbl.org. Thank you!

Transforming lives through God's grace for authentic Christian living.

Redeemer Lutheran Church (ELCA)



3770 Bellaire Ave, White Bear Lake MN



Position Job Description

Position Title: Business Administrator, Full-Time. Monday-Thursday, Wednesday evenings and Sunday mornings with some flexibility in hours.

Reports to: Lead Pastor

Purpose: The business administrator is responsible for the business affairs of the church and working with staff, congregation and church council to achieve the church's mission objectives. The individual in this position will be extending the ministry and mission of Redeemer Lutheran Church to its employees, congregation members and surrounding community.

Responsibilities: The primary management/supervisory responsibilities include:

Financial Management:

- Oversees the work of the church's contract accountant in the receipt, deposit and disbursement of all church funds.
- Maintains, with the church accountant, a financial record system for the church and directs its operations.

- Oversees the purchasing process along with maintaining vendor relationships.
- Maintain proper cash flow to meet obligations.
- Collaborates with stewardship committee in planning and promoting the church's annual giving and capital campaign drives.

Personnel Management:

- Develops and administers the personnel policies and procedures of the church, with Lead Pastor.
- Maintains personnel records.
- Ensures the church is compliant with Federal and State labor laws.
- Monitors vacation schedules.

Property Management:

- Develops and administers policies and procedures concerning the use of all church properties.
- Assists the facilities committee in their work with remodeling/repairing church building.
- Reserves church space for church functions, community activities, etc. and negotiates building usage fees.
- Evaluates the insurance needs of the church.
- Develops relationships and supports the needs of building users as an outreach ministry.

Office Management:

- Provides general direction to the weekday operation of the church office and supervises volunteers as assigned.
- Oversees maintenance and repairs of all office equipment and computer systems.
- Performs computer backups routinely.
- Facilitates periodic review of computer systems and office equipment.

Communications: (working with support of the Communications Director)

- Prepares written communication tools such as newsletters, postcards and other promotional material for upcoming events.
- Creates online communication tools such as prayer requests and church news email blasts.
- Maintain and monitor church website.
- Create and maintain all interactions on social medial platforms, such as Facebook, LindedIn, Twitter, Youtube. Including responding to messages, creating messages and uploading photos.

General:

- Maintains church management software.
- Acts as liaison with funeral home for funeral services.
- Supports and works with ministry teams on various church events and special projects.
- Organizes special events such as annual meeting potlucks, volunteer appreciation, meet and greets, etc.
- Creates and organizes welcome packets for new members.

Preferred Requirements:

- 4-year bachelor's degree in Business Administration or related field or associates degree in Business Administration with five years or more of experience.
- Responsibility for fostering effective communication within the church organization.
- Ability to conceptualize his/her administrative and managerial work as ministry and articulate the function of the job as ministry.
- Ability to work independently and be a strategic thinker/problem solver.
- Effectively prioritize, manage, and execute projects and assigned tasks.
- Proficient in Microsoft, Excel, PowerPoint and Word. Including processing, electronic communication software (Constant Contact), church management software (Shepherd's Staff) and Sage Accounting software.
- Experience and ability to work with social media platforms.
- Excellent verbal and written communication skills.