

Job Posting
Church Administrator
St. Andrew Lutheran Church, Beaverton, OR

Reports to: Lead Pastor
Directly Supervises: Administrative Assistant, Bookkeeper, Housekeeper, Evening Facility Caretaker, Audio-Visual Technician
Hours: Full Time
Regular Office Hours Mon-Fri, 8:30-4:30 pm, with time flexed for:
Several evening meetings each month (some online)
Occasional weekend special event responsibilities
FLSA: Exempt
Compensation: \$56,000-\$63,000/year salary, medical benefits, retirement benefits

Job Summary:

The Church Administrator is responsible for the faithful management of the congregation's finances, facilities, and communications in service of the mission of St. Andrew Lutheran Church. This role ensures the ethical and efficient functioning of the church's resources and provides supervision to staff and volunteers.

Essential Functions:

- Financial Management
 - Oversee the execution of the congregation's fiscal policies, the administration of the annual operations budget, and the ethical stewardship of fiscal resources.
 - Assist with the creation of the annual operations budget.
- Property & Facilities Administration
 - Manage the church's property, facilities, major building systems, and related contracts (e.g., insurance, maintenance) to ensure a safe, efficient, and well-maintained physical plant.
 - Maintain a building use calendar and oversee contracts with external building users in collaboration with the Facility Management Team.
 - Provide logistical support to the Property Team on scheduled maintenance.
- Office Administration
 - Oversee the administration of staff benefits and payroll processes.
 - Directly supervise, support, and conduct annual performance reviews for all direct reports.
 - Work with leadership to identify strategic communication needs and priorities.
 - Oversee the development, publication, and distribution of St. Andrew communications, including the Annual Report.
 - Manage the church's technological resources, information systems, and electronic communication systems in collaboration with the Information Technology Team.
 - Update systems and processes as needed to meet emerging needs.

Minimum Qualifications:

- Bachelor's degree, or equivalent combination of education and relevant experience.
- Supervisory experience.
- Able to prioritize tasks, handle multiple projects, keep clear records, and stay organized.
- Comfortable managing financial, property, and human resources.
- Strong writing, editing, and document design skills.
- Proficiency with Microsoft Office, Google Suite, and the ability to learn new publishing, database and other software as required.
- Commitment to the core mission and values of St. Andrew, including welcoming people of all gender identities, sexual orientations, ethnicities, documentation status, etc.
- Not a current member of St. Andrew Lutheran Church. In the interest of avoiding dual relationships, we encourage staff members to seek spiritual care and community elsewhere.

Physical Requirements:

- Able to commute to the church building, the bank, and other nearby businesses and nonprofits.
- Able to speak in a public forum.
- Able to move in and out of different spaces within the church building.

Application Process

To apply, please email your resume and cover letter to pastorallison@standrewlutheran.com. Cover letter should include what you would bring to this position and how you see yourself fitting in with the core values of St. Andrew.