

The Evangelical Lutheran Church of Saint Luke
Saint Luke Ministries
1500 West Belmont
Chicago, IL 60657

Job Description for Available Position

Job Title: Parish Administrator

Reports To: Senior Pastor or Designee

Position Type: Full-Time: on site

The Parish Administrator for Saint Luke, a Reconciled in Christ congregation, ensures smooth and efficient daily operations of the church by overseeing administrative and communication functions. This individual plays a crucial role in supporting Saint Luke's ministries by managing resources, coordinating schedules, and maintaining clear communication with Pastor, Church staff, Academy personnel, outside vendors, neighborhood groups, volunteers, and the congregation.

Key Responsibilities

1. Administrative Management

- Support and assist the Pastor in the efficient operation of all aspects of Saint Luke Ministries.
- Support and assist the Pastor, Staff, and Lay Leaders in planning, coordinating, and implementing Church services, Board meetings, projects, and events.
- Oversee the Church calendar, scheduling meetings, events, and facility usage.
- Maintain Church records, including but not limited to membership, baptism, and marriage records.
- Monitor the physical plant (Church, Academy, meeting rooms, storage rooms, etc.) of the Saint Luke complex, including escorting visitors, workers, guests, as required.
- Act as Point of Contact with Church's tradesmen (landscapers, roofers, electricians, plumbers, etc.) and with Church's professionals (lawyers, accountants, etc.)
- Support operations of all Saint Luke Ministries entities; including Cemetery, Housing, Academy; as assigned and mutually determined.
- Supervise the Church's maintenance staff.
- Coordinate volunteers and any special work as required.
- Manage supplies for Church and maintaining equipment.
- Other administrative duties as assigned and mutually determined.

2. Financial Management

- Work with Parish Treasurer and assist in any of those duties as mutually determined.
 - Prepare and mail regular and special contribution statements for members.
 - Other financial duties as assigned and mutually determined.

3. Communication Management

- Coordinate and accomplish the production of Sunday Bulletins, weekly newsletters, special bulletins (special services, weddings, funerals, etc.) and website updates.
- Handle incoming calls, letters, emails, and visitor inquiries professionally.
- Coordinate and accomplish the production of Congregation mailings, Pastor's correspondence, and other correspondence.
- Facilitate communication between Church & Academy leadership, staff, and congregation.
- Other communication duties as assigned and mutually determined.

Please note that this position description is a general outline of duties and responsibilities for this position. It is not intended to be all-encompassing, limiting, or an employment contract. Every employee of Saint Luke should expect to be assigned duties and perform tasks outside of their specific job title.

Professional Qualifications

- Bachelor's degree or equivalent in business administration or related field (preferred).
- Proven experience in administrative, financial, or organizational roles.
- Working knowledge in a Mac hardware and software environment.
- Substantial proficiency in office software (e.g., Microsoft Office, Zoom, etc.).
- Strong interpersonal and communication skills.
- High level of organizational and time-management abilities.
- Knowledge of nonprofit or church operations (desired).

Personal Qualities

- Strong commitment to Saint Luke's mission and values.
- Ability to handle sensitive information with confidentiality and integrity.
- A team player with a flexible, willing, servant-hearted attitude.

Compensation and Benefits

- Competitive salary range, \$50,000 to \$60,000, based on experience and qualifications.
- Benefits: health insurance, retirement plan, paid vacation and holidays.

Application Process

Interested candidates should submit their resume, cover letter, and references to apply@stlukechicago.org. Applications will be accepted until **May 1, 2025**.

ADA Specifics:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The employee would be required to sit, stand, walk, climb stairs, kneel, bend, stoop, have full use of hands, arms & legs, and the ability to talk, see, and hear. The employee must have the ability to lift / move up to 25 pounds.