

Position Title: Parish Administrator
St. Luke's Lutheran Church
Bellevue, Washington

Reports To: Pastor

Hours: Permanent Exempt/Part-time (20 hours/week)

Position Objective:

Partner with the Pastor and the Board of Trustees to implement strategies that further the Church's mission of Refuge, Renewal, and Reach.

Responsibilities and Duties:

- Coordinate with the Pastor and staff to develop comprehensive ministry strategies/programs.
- Supervise the workflow of the Office Coordinator and work with the ministry staff and volunteers to address questions or concerns.
- Collaborate with the Communications Coordinator to ensure timely and pertinent communication with the congregation and public through print and digital media.
- Update and maintain the Parochial Records and the Church Directory, as needed.
- Coordinate and publish the Annual Report. (Yearly in November)
- Act as point person for vendor system relations (Tithe.ly, Servant Keeper, Constant Contact, phone/internet systems, Tech Team, One Service, etc.)
- Coordinate the monthly and annual campus meetings between 30Bellevue, Sophia's Place, Imagine Housing, and St. Luke's.
- Coordinate the scheduling of Sunday morning worship volunteers and publish the chart of quarterly assignments.
- Participate in weekly staff meetings and quarterly committee luncheons.
- Provide administrative assistance to the Board of Trustees, as needed.
- Work with the Pastor and the Personnel Committee to assess staffing for effectiveness to ensure clarity of roles. (Yearly or as needed)
- Provide administrative support in working with families on memorial and internment planning and logistics.
- Coordinate with the Hospitality Leader on dinners and church events.
- Assist with special church events or projects as directed by the Pastor.

Work Environment

The Parish Administrator will work in a team-oriented environment, collaborating closely with staff and volunteers to support the smooth operation of church ministries and activities.

Required Qualifications, Knowledge, Skills, Abilities and Education Requirements:

- **Required:** A college degree in accounting, business administration, social science, or work in a nonprofit, church administration, or similar environment is preferred.
- Proficiency in Microsoft Office Suite and willingness to learn church management software for tasks like scheduling, donation tracking, and communications.
- Appreciation and respect for the values of St. Luke’s and the ELCA.
- Strong written, verbal, organizational, and project management skills.
- Able to work with a variety of people while displaying tact, patience, courtesy, cooperation, and confidentiality.
- Strong leadership and team-building skills, and the ability to guide others to assume leadership roles as needed.
- Background check required before employment.

To apply or for more information, please contact:

Pastor Mark Griffith, pastor@slukes.org

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Employee’s Name (print please) _____
Employee’s Signature _____ Date _____