

DIRECTOR OF PARISH ADMINISTRATION

Faith Evangelical Lutheran Church in Glen Ellyn, Illinois is seeking a director of parish administration to oversee operations that support of the ministries of the Faith Congregation.

The director position will work primarily in overseeing office operations and care of church property.

In the area of office operations the director will administer personnel policy; directly supervise and evaluate clerical personnel; purchase supplies, equipment and services; arrange for maintaining office equipment (including the computers and the computer network); process and acknowledge special offerings and payments to the church; approve payments and sign checks; serve as the liaison to insurers; coordinate the publication of church directories; maintain a comprehensive calendar of all church activities; assure that record keeping meets the requirements of the Evangelical Lutheran Church in America; and serve as an adjunct member of the Finance Team.

The director will also be the on-site coordinator for care of the buildings and grounds, working in partnership with the Property Team. He or she will supervise and evaluate custodial personnel, purchase custodial supplies, oversee the scheduling of facilities by outside organizations as well as by church groups, arrange for maintenance and repair of the building as well as equipment within the building, manage the care of the parking lot and the grounds, and keep current a list of property needs.

Additional duties for the director involve oversight and implementation of security policies and procedures, monitoring compliance with government regulations that apply to churches, and participating in monthly meetings of the Congregation Council.

Ideal candidates for the position of director of parish administration are college graduates with superior organizational and human-relations skills, ability to lead and supervise personnel, knowledge of business administration, managerial experience, and experience with small-office computer networks on the PC platform.

The position involves 30 hours of work per week. Salary is commensurate with experience. Interested persons should send resume and list of references to Pastor James Honig, Faith Evangelical Lutheran Church, 41 N. Park Blvd., Glen Ellyn, IL 60137. Resumes will be received through July 15, 2010 or until the position is filled. More information about Faith is available at www.faithonline.org.