

Parish Manager Job Description

The Parish Manager position is vital to the operation of Trinity Lutheran Church. Interacting daily and reporting primarily to the Pastor, the Parish Manager is responsible for the day-to-day financial management of the congregation as well as running the church office. The position requires dedication, commitment, flexibility, professionalism, discretion, good judgment, and respect for confidentiality. The responsibilities of the Parish Manager include but are not limited to the following:

I. Financial Administration: Primary financial function is to manage the financial records and dispersal of funds necessary for the general working of Trinity Lutheran Church. The Parish Manager will record and maintain clear, concise, and accurate financial records of all accounts payable and receivable assigned.

A. Regular Duties

1. Administer Trinity funds and accounts as assigned and directed by Church Council.
 - a. These accounts include but are not limited to: general checking account, building savings account, special savings account, general reserve account, loan accounts, accounts payable and receivable.
 - b. Accurately review, manage, and maintain all financial records and accounts through management software, checkbooks, electronic banking, and other records or medium.
 - c. Properly administer payroll.
2. Maintain reporting and monitoring techniques used to report and communicate the financial status of the congregational Mission Plan.
 - a. Prepare reports for review by the Church Council Treasurer, the Church Council, and for monthly newsletter and the Annual Report.
 - b. Maintain financial software program.
 - c. Questions regarding financial reports are directed to Church Council treasurer.
3. Determine that all financial reporting requirements of government agencies are completed on behalf of Trinity Lutheran Church.
 - a. Includes quarterly taxes, IRS forms, and proper retention of financial records.
4. Ensure appropriate internal controls are in place to protect the church against misappropriation of funds.
 - a. File appropriate reports in a clear and concise manner so that they can be easily reviewed.
 - b. Track accounts through software, bank statements, and other tools.
 - c. Distribute funds as indicated.
5. Work closely and in concert with Financial Secretary.

B. Monthly Duties

1. Reconcile bank statements for accounts.
2. Prepare monthly reports for Church Council as directed by the Church Council. These reports include but are not limited to: reconciling bank statement, Mission Plan, income statement, special funds statement, and outstanding accounts payable list.
3. Give reports to Church Council treasurer for review and answer questions as needed.

C. Yearly Duties

1. Reconcile all accounts with end of year bank statements.
2. Close out books for the year for all accounts managed by Parish Manager and prepare accounts for yearly audit.
3. Prepare annual report of the financial status of the congregation and end of the year Mission Plan.
4. Prepare wage reports, W2's and W3's, in accordance with IRS guidelines.
5. Prepare accounts and records for the new year.
6. Maintain financial records according to records retention schedule.

II. Administrative Management: Primary Clerical Function: To provide general support to the Pastor, Congregation Council, and members of Trinity in carrying out the mission of Trinity Lutheran Church.

A. Regular Duties

1. Perform general secretarial and reception duties to support the Pastor, Church Council, Church Committees, and Church Organizations in all church affairs.
2. Coordinate information, edit, and prepare worship bulletins.
 - a. Includes special bulletins and programs for funerals, concerts, and other church functions.
 - b. Mail readings to readers and bulletins to shut-in on a weekly basis.
3. Prepare certificates for baptisms, marriages, confirmation, and other important events or recognitions.
4. Maintain a church calendar of events and schedule events as needed.
5. Maintain membership and mailing lists for the congregation and other church organizations as needed.
6. Prepare posters, sign-up sheets, and other materials for church events and mail out posters as necessary to help promote Trinity events.
7. Inventory and order office supplies as needed.
8. Order other supplies as needed.
9. Prepare bulk mailings following postal procedures.

B. Monthly Duties

1. Prepare and distribute the church newsletter, the *Good News*.
2. Prepare a monthly calendar of events.

C. Yearly Duties

1. Assist with and compile Trinity Annual Report and synodical annual reports.
2. Follow records management procedures to destroy, transfer, and save records.

D. Occasional Duties

1. Work with pastor, Church Council, and the Financial Secretary to prepare any reports as needed.
2. Record and maintain registrations for Vacation Bible School and Sunday School.
3. Maintain records for special events that may arise.
4. Other duties as assigned.

III. Terms of Employment

- A. Time of service: the Parish Manager is appointed by the Church Council for a one year renewable term.
 - 1. An annual performance review with Church Council will occur.
 - 2. A bi-yearly review with the Pastor will occur.
 - 3. Either party can dissolve this agreement with a written two-week notice.

- B. Remuneration: This is a salaried position payable bi-monthly. Salary is negotiated with Church Council.
 - 1. Estimated workload is 25 hours per week to be reviewed yearly.
 - 2. Regular office hours will be maintained.
 - 3. Vacation time will be given with approval of the pastor.

- C. Parish will provide bonding.

- D. Supervision
 - 1. Pastor is direct supervisor.
 - 2. Church Council treasurer supervises financial reporting.
 - 3. Regarding questions of remuneration, the Parish Manager should direct those questions directly to the Church Council Personnel Committee.

- E. We will support you with Christian love and prayers. The Congregation Council and the pastor will help with guidance and advice. If any problems arise with other staff or congregation members, we encourage you to deal with them through the Pastor and the Church Council.

We have reviewed this job description and agree with the responsibilities and terms of employment.

Parish Manager: _____

Date: _____

Personnel Committee Representative: _____

Date: _____