

**Job Description: Office Administrator**

Lyndale United Church of Christ  
610 W. 28th St, Minneapolis, MN 55103

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Availability: October 2024

**Mission Statement:**

Lyndale United Church of Christ is a growing faith community;  
Deepening our questions and spirituality;  
Embodying God's healing and love;  
Building a more just world here and now.

**Position:** The Office Administrator is a part-time, at-will employee of Lyndale United Church of Christ (hereinafter "Lyndale UCC"). Lyndale UCC schedules this position for 20 hours per week and compensates the Office Administrator at \$25.00 - \$35.00 an hour, depending on experience. This part-time position does not accrue paid employment benefits beyond those required by Minnesota law, but Lyndale UCC will pay an additional compensation stipend up to \$300 per month to defray the Office Administrator's actual cost of insurance for health care. This stipend is paid monthly, and is earned only if the Office Administrator actually maintains health insurance coverage.

**Supervision:** The Office Administrator is supervised by the Pastor for Congregational Life.

**Systems and Platforms:** The Office Administrator is expected to be proficient with a variety of computer software management tools, including the office systems and platforms currently authorized and acquired by Lyndale UCC for the management of its business and mission listed on Attachment A. The Office Administrator must monitor and maintain Lyndale UCC's bank accounts and endowment investments and must be able to operate the office equipment available to Lyndale UCC at the SpringHouse Ministry Center.

**Office Hours:** The Office Administrator shall maintain office hours or remote accessibility as approved from time to time by the Pastor for Congregational Life.

**Values of a Successful Lyndale UCC Office Administrator:**

A. Collaborative: The Office Administrator works with multiple Pastors and lay leaders and utilizes a shared working environment in our unique space at SpringHouse Ministry Center, and is often a bridge between and among multiple parties.

B. Compassionate: Lyndale UCC has a small congregation of members with a variety of backgrounds and expressions. The Office Administrator often serves as the face and voice of Lyndale UCC, especially when welcoming new contacts to our community.

C. Integrity: The Office Administrator must maintain confidentiality and build trust with the community. Many depend on the Office Administrator. This position has access to private data including financial resources, so a reliable, direct, and honest approach to the work is required.

D. Ethical: The Office Administrator must adhere to Lyndale UCC's policies and procedures, such as the Safe Church Policy, and must respect the values and beliefs of our church, including extending an extravagant welcome, working to build a just world, and showing God's love to others.

E. Detail Oriented: The Office Administrator may need to put together many small pieces into a larger whole and be curious to help the Pastors and lay leaders find resolutions to questions and unresolved issues.

F. Time Management: The Office Administrator must respect the time of others, work efficiently, and prioritize a variety of tasks while working toward Lyndale UCC's goals.

Financial Duties: The Office Administrator must maintain excellent bookkeeping, organizational, and financial management skills. The Office Administrator oversees all financial management and bookkeeping systems and, in a timely manner, must:

- Manage day to day processing of all accounts receivable and payables including timely drafting checks for the signatures by authorized Lyndale UCC officers.
- Organize fiscal documents, including the timely and accurate booking, recording, and depositing of all donations, contributions, grants, or other income received by Lyndale UCC, including any grants or contributions expressly allocated for Lyndale UCC's Center for Sustainable Justice.
- Manage and document all revenue and expenses of Lyndale UCC.
- Separately manage and document all revenue and expenses allocated for Lyndale UCC's Center for Sustainable Justice, which is under the direction of the Pastor for Justice Ministries.
- Maintain internal controls to safeguard and track all incoming revenue, to prevent commingling or misuse of funds, and to assure that outgoing payables are for invoices, payroll, or other obligations approved by Lyndale UCC and its authorized designees.
- Reconcile monthly activity, generate year-end reports, and, working with the independent accounting firm engaged by Lyndale UCC, fulfill tax-related requirements.
- Produce monthly reports for the Treasurer and Lyndale UCC's Stewardship Council.
- Support the Treasurer in annual and ongoing budgeting and financial planning, including congregational pledges, and monitoring cash flow.
- Assist the Treasurer, Stewardship Council, and Committee Chairs to prepare the annual budget for approval by the Stewardship Council and Congregation.
- Support and monitor all fundraising initiatives and programs to document all pledges, billings, and receipts, and record all revenue transactions.
- Maintain all financial data in a manner that preserves confidentiality and privacy.

**Office Communication and Organizational Duties:** The Office Administrator must maintain excellent written and oral communication skills that are clear, understandable, thoughtful and open. The Office Administrator must maintain excellent organizational skills to manage and

maintain Lyndale UCC's administrative structure, relationships, and systems. In a timely manner, the Office Administrator must:

- File and maintain correspondence, memoranda, emails, minutes, surveys, or other Lyndale UCC documents.
- Maintain all private data, including oral communications, in a manner that preserves any confidentiality or privacy.
- Work collaboratively with the administrative staff of the SpringHouse Ministry Center and its member churches.
- Act as a supportive liaison with all vendors serving Lyndale UCC.
- Support Lyndale UCC's communications including:
  - Producing the Sunday Bulletin at the direction of either the Pastor for Congregational Life or any other Pastor who may be conducting the service for any given Sunday.
  - Responding to or forwarding for response any letters, emails, or other communications received by Lyndale UCC.
  - Assisting in preparing correspondence or other documents necessary to maintain the business and mission of Lyndale UCC
  - Maintaining and updating Lyndale UCC's virtual on-line presence, including monitoring and updating Lyndale UCC's website, ENews, Facebook, Instagram, or other social media presence, as directed and approved by the Pastors and designated lay leaders assigned by the Stewardship Council.
  - Working with the Pastors and designated lay leaders to support effective communications regarding annual or ongoing fundraising initiatives, advertising, or marketing.
  - Support the Pastor for Congregational Life in the preparation and filing of all required registrations, submissions, memoranda, or other correspondence necessary to maintain Lyndale UCC in good standing with the SpringHouse Ministry Center, its insurers, the State of Minnesota, other governmental authorities, and the Minnesota Conference of the UCC.
  - Working with the Pastor for Justice Ministries, support and assist in the preparation of communications, correspondence with grantors, and reports specific to the activities of Lyndale UCC's Center for Sustainable Justice.
  - Work with Lyndale UCC leadership to maintain its archival and administrative files.

#### **Additional Qualifications:**

A. During a search for an open Office Administrator position, consideration will be given to candidates with at least 1-2 years of experience working in an office setting including overseeing financial transactions and bookkeeping.

B. The Office Administrator, or any candidate for an open position, must cooperate in applying for the necessary criminal background study report and throughout employment must remain qualified to fulfill the duties and responsibilities described in this Job Description.

## **ATTACHMENT A to Lyndale UCC Office Administrator Job Description**

SYSTEMS AND PLATFORMS AUTHORIZED AND ACQUIRED BY LYNDALE UCC AS OF  
SEPTEMBER 2024

Breeze Church Management Software

QuickBooks online

Paychex

Microsoft Office

Google Docs

Drop Box

Zoom

Word Press

Sign Up Genius

Mail Chimp

Survey Monkey

Digital On-line or conventional banking services

Audio Visual equipment, including SpringHouse amplification system and the audio and visual equipment used for streaming Church Services, including the Lyndale UCC laptop, microphones, video cameras, and television monitor.