



ELIM LUTHERAN CHURCH

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GENERAL MANAGER JOB DESCRIPTION

Elim is a Lutheran congregation (ELCA) in Petaluma, California, founded in 1925. Elim has played an influential role in Petaluma, transforming our community through direct ministry and helping to incubate other nonprofits such as Petaluma Ecumenical Properties, Committee on the Shelterless (COTS), and Petaluma Bounty. Our preschool, Little Shepherd Lutheran Preschool, has been operating for over 30 years and has taught thousands of Petaluma children. Our mission reach extends beyond Petaluma to New Orleans, Mexico, and Tanzania. We are committed to serving God in this place and look forward to bringing the Good News of Jesus Christ to the people of Petaluma.

Elim is a tax-exempt California nonprofit religious corporation. As the General Manager of Elim Lutheran Church, you will be the senior paid lay staff member of the congregation. You will report to the Leadership Team (Elim's board of directors) through the Treasurer for financial matters and through the President for all other matters. The position is for 20 hours per week. While there is some flexibility in scheduling and opportunity to work remotely or from home, Elim expects the general manager to be in the office at least 4 weekdays per week for a total of at least 15 hours.

Primary Function

The general manager is accountable to the Leadership Team for administering the non-pastoral affairs of the congregation as delegated by the Leadership Team. The general manager is responsible for preparing policies and procedures for approval by the Leadership Team and for implementing approved policies and procedures. The responsibilities include oversight and direction of the church's lay staff (excluding preschool staff) and office operations, finances and accounting, insurance, government compliance, and information technology.

The general manager will be exposed to information that is confidential to Elim or its Leadership Team and may involve delicate matters of pastoral concern. The general manager must therefore be able to carry out the role with integrity and discretion and must protect confidential information with which he or she is entrusted.

Essential Responsibilities

- 1) General
 - a) With the pastor, leads weekly staff meetings for office staff.
 - b) Coordinates closely and effectively with the pastor to ensure pastoral initiatives are properly supported by the staff.
 - c) Maintains the records of voting members, following direction of the Leadership Team.
- 2) Operations Management
 - a) Gives general direction to the weekday operation of the church office to ensure that all business of the church office and staff is carried out effectively and in a timely manner.
 - b) Provides daily management of the church office.
- 3) Personnel Management
 - a) Supervises the activities of all lay staff of Elim with the exception of the preschool director and staff.



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- b) Performs ongoing evaluation of the performance of lay staff members as well as recommendations to the Personnel Committee of the Leadership Team for promotions, raises, hiring, application of discipline, and termination.
 - c) Assists the Personnel Committee of the Leadership Team in developing the personnel policies and procedures of the church, administers those policies once approved, and oversees the upkeep of Elim's employee handbooks.
 - d) Maintains personnel records, including vacation and sick leave hour totals.
 - e) Coordinates employee schedules.
- 4) Financial Management
- a) Oversees the receipt, deposit and disbursement of all church funds, subject to appropriate authorizations.
 - b) Creates financial reports for the Leadership Team and ministries.
 - c) Supports the Leadership Team in the preparation of annual budgets for presentation to the Congregation Meeting.
 - d) Oversees the management of the congregation according to the budget. Approves expenses within specified operational areas as delegated by the Leadership Team.
 - e) Oversees the procurement process, maintains vendor relationships, and oversees hiring process for independent contractors.
 - f) Oversees administration of payroll, compensation and leave for all church employees, including the preschool and rostered staff.
 - g) Prepares all financial reports required of Elim by law.
 - h) Oversees the establishment and application of consistent accounting policies and procedures across all of Elim.
- 5) Insurance
- a) Administers all insurance programs of Elim.
 - b) Annually reviews the congregation's insurance needs.
 - c) Supports the Leadership Team in selecting insurance programs and forecasting premium budgets.
- 6) Government Compliance
- a) Assures Elim's compliance with federal, state, and local employment laws.
 - b) Assures Elim's compliance with federal, state, and local tax laws.
 - c) Works with the director of the preschool to ensure that Elim complies with all pertinent government regulations related to licensure of the preschool.
 - d) Generally, works to ensure that the business of the church is carried out in compliance with all relevant laws and regulations.
- 7) Property Management
- a) Assists the Leadership Team in defining facilities usage policies and implements those policies.
 - b) Oversees health and safety issues, ensures that fire protection and other safety equipment are kept operational and up-to-date.
 - c) Develops and maintains an inventory of church property and equipment.
- 8) Information Technology
- a) Oversees Elim's IT contractor and coordinates provision of IT infrastructure and services on Elim's campus and to Elim's staff.
 - b) Oversees policies and procedures for administration of Elim's social media presence.



Qualifications:

The successful applicant will possess the following mandatory requirements:

- 1) A bachelor's degree or equivalent experience in a field related to business operations.
- 2) Experience successfully supervising direct reports, preferably including part-time employees and volunteers.
- 3) Excellent written and verbal communication skills in English.
- 4) Strong interpersonal skills and the ability to work collaboratively to solve problems.
- 5) Ability to partner with staff and ministry teams to help them achieve their objectives using means that are consistent with Elim policies and relevant law.
- 6) The ability to work effectively with and reporting to a board of directors.
- 7) Proven experience developing and implementing operational policies and procedures.
- 8) Proven experience developing and managing to budgets.
- 9) Membership and active participation in an established Christian denomination.
- 10) Demonstrated ability to maintain confidentiality.
- 11) General knowledge of accounting principles and interest in developing expertise.

The following qualification are desirable but not required:

- 1) Active membership in Elim or another congregation of the Evangelical Lutheran Church in America, or the willingness to join Elim as a voting member.
- 2) Experience with fund-based accounting within a nonprofit corporation.
- 3) Written and verbal communication skills in Spanish.
- 4) Knowledge of Elim's history, mission, and current activities
- 5) Previous management or leadership in a religious or non-profit charitable organization.

Elim Lutheran Church is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics and any other criterion prohibited by law.

Inquiries and resumes may be sent to jobs@elimpetaluma.org

