

**OUR SAVIOR LUTHERAN CHURCH & SCHOOL  
MINISTRY DESCRIPTION**

**Title:** Business Manager

**Supervisor:** Senior Pastor

**Purpose:** To oversee the business operations and organizational health of our ministry including but not limited to finances, human resources, and facilities management in a manner that promotes excellence and aligns with our ministry targets. To work to attain the goals and objectives defined by the Board of Directors.

**Minimum Qualifications:**

- Strong personal relationship with Jesus Christ;
- Commitment to the mission and ministry of the church and school;
- A bachelor's degree in a business related field;
- Strong financial background with experience in managing budgets and accounts;
- Ability to manage and motivate others; Detail and goal oriented with a respect for people;
- Ability to develop and execute projects from conception to completion;
- Ability to keep confidentiality and maintain a high level of trust and integrity;
- Approachable and patient; Ability to think ahead and coordinate deadlines;
- Must be organized, flexible and self-motivated;
- Ability to exercise independent judgment and initiative.

**Position Responsibilities:**

- Work with and supervise the Bookkeeper and any outside financial contractors so that records are maintained and accurate financial reports are produced regularly; Record accounts payable and oversee accounts receivable;
- Work with and supervise the Facility Manager in securing contracts and outside services;
- Work with and supervise the Communications Director in keeping our ministry coordinated;
- Work with and supervise the Food Services Director in maintaining state requirements and financial stability for our food service programs for school and summer camp;
- Assist the Senior Pastor and staff in long-range planning;
- Assist Early Childhood Director with extended care and summer camp programs;
- Assist the Principal in managing school finances and the Message of Hope scholarship fund;
- Assist school families with their TADS account;
- Work with and supervise Fundraising Coordinator with inventory of the Raise Right program;
- Coordinate and administer staff benefits programs;
- Maintain employee policy and procedures manuals;
- Attend weekly Operations Team meetings and monthly Church Staff meetings. Attend Board of Directors meetings upon request;
- Prepare financial statements for the Board of Directors' monthly meetings;
- Participate in the Our Savior Lutheran Endowment Committee;
- Develop an annual budget in conjunction with the Senior Pastor. Meet regularly with staff directors to review budget reports;
- Manage the volunteer count team;
- Provide members of the congregation with accurate and regular updates on their giving;
- Support stewardship teams, capital campaigns, etc. to promote Christian giving.

**Objectives for this Position:**

- Keep business operations of the church and school running smoothly;
- Provide accurate and timely information to Senior Pastor, staff, and Board of Directors;
- Value customer service, healthy relationships, and teamwork;
- Ensure the financial stability of the Church and School;
- Enjoy being part of the OSL Team as we serve the Lord together.

**Position Classification:**

This is a full time ministry. It is classified as exempt for the purpose of overtime compensation. This is a non-called, employment at-will relationship. There is no contract for services or for any specified time period.

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