

**BUSINESS MANAGER**  
**Faith Lutheran Church – Georgetown, Texas**

**About the Job:**

Faith Lutheran Church (LCMS) is located in Georgetown, Texas, one of the fastest growing cities in Central Texas. As Faith's membership continues to grow, church leadership has determined the need to hire a Business Manager. This new position offers several exciting positives: (1) the opportunity to work full-time in a faith-based Christian environment; (2) the challenge of helping church leadership refine the scope/responsibilities of the Business Manager position over the next several years; (3) the opportunity to work with other dedicated Christian staff in a collaborative team environment; and (4) to receive competitive pay and benefits.

**Position Summary:**

The Business Manager will be responsible for managing/coordinating all business functions for Faith Lutheran Church. Business Manager functions include: Financial Management, Office Administration, Records Retention/Administration, Information Technology, Audio/Visual Production, Safety & Security, and Property/Facilities Management. The Business Manager reports to the Senior Pastor and the Church Council.

**Primary Duties and Responsibilities:**

- Supervise support staff and contract employees: Bookkeeper, Facilities Manager, A/V Production, IT, and Church Office Staff; conduct Annual Performance Reviews; coordinate time-off/vacations
- Review past Faith budgets, current state of economy, and propose revenue target and Annual Budget for upcoming year
- Oversee management of accounting functions, e.g., debt repayment, Accounts Payable & Receivable, cash flows (church, pre-school, rentals, Columbarium), and payroll
- Ensure Annual Financial Audit completed
- Ensure membership statistics maintained and accurately reported
- Manage procurement process; manage inventories/supplies
- Maintain updated Church records (Voters' Assembly Minutes, Financials, Contracts, e.g.)
- Manage Safety & Security Policy; contract with Security vendor; manage Fob Policy
- Manage and recommend to church leadership IT/AV hardware/software system upgrades
- Manage policies for use/rental of church property
- Ensure church calendar is accurately maintained
- Manage Faith communication programs
- Manage property, casualty and liability insurance coverage plans; ensure competitive bidding
- Maintain up-to-date inventory of church property/equipment
- Oversee property repairs/upgrades (in conjunction w/Facilities Manager)
- Attend Church Council and Faith Committee meetings as requested

**Primary Skills and Competencies Required:**

- Business Management, Accounting, Financial or equivalent experience
- Proficient with Microsoft Office software and QuickBooks
- Ability to work in team environment with minimal direct oversight

**Contact/Application Information:**

To be considered for this full-time position, please submit your application and resume to Faith Lutheran Church Council Chairman, Rick Schmidt via email ([rickschmidt1971@gmail.com](mailto:rickschmidt1971@gmail.com)) by Friday, June 28, 2024. Thank you for your interest. We look forward to hearing from you!