Job Title: Church Administrator
Location: St. Matthew Lutheran Church and Early Childhood Center, Hawthorn Woods, IL
Denomination: Lutheran Church—Missouri Synod (LCMS)
Job Type: Full-Time
Salary Range: $45,000 to $65,000 per year, depending on experience

Overview:
St. Matthew Lutheran Church and Early Childhood Center, a Christ-centered congregation of the Lutheran Church—Missouri Synod (LCMS) in Hawthorn Woods, Illinois, is seeking a faithful and dedicated Church Administrator to support and enhance our mission through effective spiritual leadership, organizational management, and strong community engagement. This position serves as a key leader in coordinating the daily operations of the church and working closely with pastors, staff, boards, and lay leaders.

Primary Responsibilities:

1. Spiritual Leadership:

- Support the spiritual mission of the church by working closely with pastoral staff and congregational leadership.
- Foster a Christ-centered, mission-driven culture throughout all administrative functions.
- Represent the values and theology of the LCMS in all internal and external communications.

2. Administration of Board Affairs:

- Facilitate coordination and communication between the pastor(s), staff, Church Council, and various boards and committees.
- Ensure compliance with the church constitution and bylaws in administrative practices.

3. Office Administration:

- Ensure proper documentation, record-keeping, and data management for members, contributions, and events.
- Oversee purchasing, billing, payroll submissions, and financial documentation for church and school operations, ensuring timely approvals and accurate records.
- Maintain secure employee files, conducts background checks, ensures regulatory compliance, and manages inventory and essential records.

4. Facilities Management:

- Supervise the maintenance and use of church and school buildings and grounds in coordination with the Board of Trustees.
- Coordinate with custodial staff, volunteers, and contractors for upkeep, repairs, and safety protocols.
- Oversee facility-use policies, rental rates, security, and scheduling for church events and outside groups.

5. Supervision of Staff:

- Serve as the direct supervisor for cemetery sexton, custodians and the media coordinator.
- Foster a collaborative and accountable work environment among all team members.
- Support staff in alignment with the church's mission and goals.

6. Human Resources Administration:

- Maintain church and school employee records, facilitate hiring and onboarding processes, and ensure compliance with employment laws.
- Oversee payroll and benefits coordination in partnership with the church treasurer or financial officer.
- Develop and implement HR policies and procedures consistent with LCMS principles and legal standards.

7. Community Relations:

- Serve as a liaison between the church and local community institutions, including law enforcement, fire department, schools, elected officials, and civic groups.
- Represent the church at local events and foster strong, positive relationships that support the congregation's outreach efforts.
- Promote the church's visibility and engagement within the broader community.

Qualifications:

- A committed Christian, active in faith, and in agreement with the doctrine and practice of the LCMS.
- Bachelor's degree in business administration, management, or a related field preferred; theological training a plus.
- Minimum of 3–5 years of experience in church or nonprofit administration.
- Demonstrated leadership, organizational, and interpersonal skills.
- Proficient in office software (Microsoft Office, Google Workspace) and church management systems.
- Experience with Scouting programs is a plus.

Reports to: Board of Deacons

Compensation: Commensurate with experience; includes benefits as outlined by the church's employment policies.

To Apply:
Please submit a cover letter, résumé, and list of references to Pastor Edward Blonski, 24500 N. Old McHenry Rd, Hawthorn Woods, IL. 60047 – or blonski@stmattsonline.com