

Job Posting for Business Administrator.

Background

When Bob Staeck became ill in April 2015 we split his parish administration duties into two part-time segments. Office administration has been handled by Pam Eversfield (with Anne Eversfield assisting her). Business/Financial administration has been handled by Bill Davies. In surveying numerous parish leaders about how the model has been functioning for the last 10 months, the only major complaint has been office coverage. [NOTE: Bill Davies was not interested in interfacing with the public. We let this go, happy he would absorb those other tasks on an interim basis]. Pam has done an excellent job with office administration.

The biggest downside of replacing Bob with another full-time person is the fact that we are required by the Episcopal Church (based on a church canon passed in 2012) to provide the same level of health insurance coverage to every employee. Since Fr. Seth Raymond and I receive full family coverage we would supply this to the parish administrator as well. We would be exposing ourselves to the possibility of a large, long-term financial commitment. While Bob's insurance was only \$10K, a new employee's insurance might start at \$10K and then become \$18K or \$26K with major life events (marriage, children).

At their February meeting, after thoughtful discussion, the vestry endorsed the recommendations of both the personnel committee and the finance committee. There are two hiring options that we can pursue simultaneously. We will primarily look for a 25-hour/week "Business Administrator." This person will do what Bill Davies is doing now, plus interface with the public. They will compliment the work of Pam Eversfield as the "Office Administrator." There is a small chance that we will find someone who has the skills and schedule to do both Office Admin and Business Admin. If this is the case, Pam has said she would gladly step aside and allow a full-time person to assume all of the responsibilities. The chances of this position being full-time are small, because we would only pay this person a modest salary and full family coverage (thereby guarding against the possibility of that coverage becoming larger down the road).

Job Posting

The Business Administrator position has been posted on jobsthatserve.com and in the Diocesan weekly newsletter. Pastor Steve will get it on the Lutheran jobs board and newsletter tomorrow. I've already received six resumes in the last two days from these various channels. Because the position requires the handling of parishioner financial information, at this time, I am not looking at Christ Church members as potential candidates. But if you have people in your network who might be interested please share the posting with them found on our website [here](#).

The personnel committee and wardens will help me interview candidates the week of March 14-18, and my hope is to have an accepted offer by Easter. Please let me know if you have any questions about the process or position. Thank you for your prayers as we move forward into this exciting new chapter of the story of our parish office.

Seth D.+