

Database Manager – Peace Lutheran Church

Purpose: To serve Peace and the surrounding community through the management of membership information and administrative support.

Primary Duties and Responsibilities

1. Maintain and secure adequate office supplies for use by staff and congregational leadership.
2. Manage, update and maintain membership database to include, but not limited to, membership information, contributions, baptism, weddings, funerals, transfers, Lutheran Church-Missouri Synod annual reports, Texas District – LCMS annual reports, and other necessary information.
3. Provide weekly data to the appropriate staff and congregational leadership regarding attendance, contributions, and other information as requested.
4. Provide requested information to congregational members regarding their membership information, contribution status, or other requested information as appropriate.
5. Serve as the primary contact for office supplies and machines, as well as training of staff and congregational leadership regarding their usage.
6. Support the Director of Finance and Administration, Director of Communications, and Administrative Assistant as requested and mutually agreed upon.

Qualifications

- Certified Notary for the State of Texas.
- Experienced in the use of modern database technology, as well as current best practices in communication.
- Desire to learn, grow spiritually, and to reach unchurched hearts.
- Experience working with and leading teams of volunteers.
- Desire to lead and challenge spiritual growth at Peace and in the surrounding community.

Expectations

- This is a salaried, full-time, non-exempt position that reports directly to the Director of Finance and Administration.
- Maintain and cultivate healthy relationships with the staff and congregational leadership.
- Faithfully, truthfully, and with integrity, spiritually serve Peace Lutheran Church and the surrounding community.

I agree to these Primary Duties and Responsibilities, as well as the Expectations of this position, and will execute them to the best of my abilities, and will seek support from my supervisor and Peace Lutheran Church as necessary to faithfully serve in this position.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____