



## Holy Cross Lutheran Church

*"We are a growing community of God's forgiven children called to follow Christ!"*

**7307 N. Nevada • Spokane, WA 99208**  
**509-483-4218 • [www.holycrosslcms.net](http://www.holycrosslcms.net)**

***Son-Shine***  
***Early Childhood Center***

**Rev. Mike Von Behren**  
*Pastor*

**Diane Zemke**  
*Congregational Chairman*

April, 2017

This letter is to announce the opening of a new staff position at Holy Cross, the position of **Business Manager**.

Attending to the financial matters of a congregation is a vital aspect of carrying out the mission of God, not unlike that of the disciples counting the number of fishes and loaves available among the crowd. Before Jesus did his miraculous work, Jesus asked them for an accurate count of what they had on hand (Mark 6:38). Knowing what resources we have, is an important step that prepares us to recognize the blessings of God as he multiplies those resources into the ministry that he wants to accomplish through us (Mark 6:41).

This position will be a part time, between five and ten hours per week, paid position. The person filling this position will be attending to the financial matters of the congregation including bill paying, payroll, tax reporting, bookkeeping, producing financial reports, and more. This person will work with the Office Administrator, the volunteer Finance Committee, as well as the elected Treasurer of the congregation, and will report to the Pastor. Through the Pastor the position will be accountable to the Holy Cross Board of Directors and will assist the congregation in maintaining accurate accounting practices and will produce timely reporting for our Board of Directors and Finance Committee.

The position is open for application. Please share this application packet with other believers you may know who have the skills, experience, and interest in serving the Lord in a position like this.

In Jesus,

Rev. Mike Von Behren

Pastor

# **Holy Cross Lutheran Church**

## **Business Manager**

### **Application Process**

Applications for the Business Manager Position at Holy Cross Lutheran Church are open beginning April 16, 2017 and will remain open until the position is filled.

Applicants should provide:

1. A resume which includes information about education, certifications, and professional experience that relates to the position.
2. Contact information for at least three professional references; these would be people (colleagues, co-workers, supervisors, former employers, etc...) who can attest to the applicant's professional competency, work ethic, integrity, character, and skills.
3. A completed application form with signed consent for background check.
4. A statement of faith; that is a one page or less description of the applicant's faith and how it would inform his/her role as Business Manager of Holy Cross Lutheran Church.

Completed application packets can be turned into the office at Holy Cross Lutheran Church during office hours between 8 a.m. and 4 p.m. Monday—Thursday or 8 a.m. to Noon on Friday, or they may be mailed to:

Holy Cross Lutheran Church  
7307 N. Nevada St.  
Spokane, WA 99208



# HOLY CROSS LUTHERAN CHURCH

## POSITION DESCRIPTION AND QUALIFICATIONS for BUSINESS MANAGER

**PURPOSE:** To serve the church by managing the day-to-day financial aspects of the congregation working in concert with the volunteer Finance Committee, the elected Congregational Treasurer, the Office Administrator, and the Pastor.

**ACCOUNTABLE TO:** The Pastor

**TIME:** Twenty-Five to Forty Hours Per Month (Weekly Hours to Flex with Workload)

### **QUALIFICATIONS:**

- An accounting degree from an accredited educational institution
- Previous experience in business accounting
- Ability to integrate the faithful perspective of a believer in Jesus into this stewardship role for His church
- Personal characteristics of integrity, attention to detail, friendliness, eagerness to work with teams of volunteers, and punctuality

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Weekly:
  - Post electronic payment transactions and make appropriate journal entries
  - Miscellaneous book keeping and journal entries
- Every other week:
  - Run Payroll (Time Cards, Payroll Tax, Retirement Fund, etc...)
  - Bill paying including expense reimbursements
- Monthly:
  - Balance accounts in a timely manner
  - Provide monthly profit loss and balance sheet reports to the Pastor
- Quarterly:
  - Produce and submit the quarterly payroll reports and premiums (Form 941, L&I, etc...)
  - Produce Profit & Loss, Balance Sheet, and Cash Flow reports for Pastor, Board of Directors and Congregational Treasurer
  - Post entries to the Endowment Fund

## **PRIMARY DUTIES AND RESPONSIBILITIES (Continued):**

- Annually:
  - Produce and submit annual payroll reports and W-2s
- Occasionally:
  - Mid-cycle bill paying and expense reimbursements
  - Handle Tax Forms, I-9, W2, New Hires, Employee Payroll Set Up, etc...
  - Create miscellaneous reports as requested by the Pastor, a staff member, the treasurer, or another church ministry leader
  - Benefit management of Concordia Plans
  - Other financial tasks as necessary

## **SUPPORT AND COMPENSATION**

Holy Cross Lutheran Church will:

- Work with the Business Manager offering gifts of time, talents, and offerings for the overall benefit of the worship life of the congregation
- Provide the Business Manager with a team of volunteers and elected officers to support and make appropriate policy decisions regarding the financial matters of the congregation
- Pay the Business Manager on an hourly basis in the regular every other week payroll cycle
- Provide paid one-leave hours in accordance with city and state regulations for sick leave for part-time hourly employees (accumulating at 0.01154 one-leave hours for each hour worked)
- Provide the Business Manager with a 30 day, 60 day, and 90 day performance review for the first months of employment and an annual review there after

*Holy Cross Lutheran Church*  
**Ministry Staff Application**

*Confidential*

**Basic Information:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*First MI Last*

Address: \_\_\_\_\_  
*Street Address City State ZIP*

Phone Numbers: \_\_\_\_\_  
*Home Work Cell*

Best times to reach me at home: \_\_\_\_\_ May we call you at work?  Yes  No

Email: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

Church Membership:  Member  Regular attendee

S.S. Number (If lived outside WA in the last 10 Years)

**Church Affiliation/Membership for last five years:**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**Highest Level of Education:**

School, College, or University: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Grad year: \_\_\_\_\_

**Volunteer Ministry Experience (list most recent first):**

Church or Organization (Name and City/State)	Dates	Type(s) of Service
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

## References

Include with your application and resume the contact information for at least three professional references (colleagues, co-workers, supervisors, former employers, etc...) who can attest to your professional competency, work ethic, integrity, character, and skills.

## Background Information:

Have you, at any time, been involved in or accused, rightly or wrongly, of sexual abuse, maltreatment, or neglect or been involved romantically with any minor after you became an adult?  Yes  No

Have you ever been convicted of a felony?  Yes  No

Are you using illegal drugs or have you ever gone through treatment for alcohol or drug abuse?  Yes  No

Have you ever been a victim of any form of child abuse? (optional)  Yes  No

Is there anything in your past or current life that might be a problem if we found out about it later?  Yes  No

*If the answer to any of the above questions is "yes," it will be discussed confidentially during your interview.*

I, the undersigned, give my authorization to Holy Cross Lutheran Church representatives to verify the information on this form. Holy Cross Lutheran Church may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability for service in this ministry.

**The information contained in this application is correct to the best of my knowledge.** I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for ministry. I waive any right that I may have to inspect any information provided about me by any person or organization identified herein.

Should my application be accepted, I agree to be bound by the constitution, statement of faith and policies of Holy Cross Lutheran Church, and to refrain from conduct unbecoming to Christ in the performance of my services on behalf of Holy Cross Lutheran Church. If I violate these guidelines, I understand that my volunteer status may be terminated.

I further state that I **HAVE CAREFULLY READ AND UNDERSTAND THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN ACT.** This is a legally binding agreement.

I am attaching a photocopy of my current driver's license.

Signature:

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Print Name:

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Date

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