

JOIN OUR MISSION

Business Manager

Our Savior Lutheran Church & Open Arms Christian Child Development Center

Full-Time • Exempt • On-site • Reports to Senior Pastor

About Us

Our Savior Lutheran Church (OSLC) is a Christ-centered congregation committed to serving God and our community. We also operate Open Arms Christian Child Development Center, providing Christ-centered early childhood education. We seek a Business Manager who shares our values and passion for ministry.

Position Summary

The Business Manager is the operational backbone of OSLC and Open Arms, overseeing financial management, administrative operations, facilities, human resources, and communications—freeing pastoral staff to focus on spiritual care and outreach.

Key Responsibilities

Financial Management

- Supervise the church accountant; oversee general ledger, AP/AR, contribution tracking, and payroll for OSLC and Open Arms.
- Prepare financial reports for Church Governance, the Finance Committee, and ministry leaders.
- Develop and monitor the annual budget; manage cash flow, banking, and financial controls.
- Coordinate annual audits or financial reviews.

Administrative Leadership

- Supervise administrative church staff, office volunteers, and contracted service providers.
- Manage office operations: calendar scheduling, records and database management, communications, and workflow systems.

Facilities & Property

- Supervise facilities, maintenance, and custodial staff; oversee buildings, grounds, and equipment.
- Manage vendor contracts (cleaning, landscaping, security, IT) and facility scheduling.
- Ensure compliance with local, state, and federal property, safety, and accessibility regulations.

Human Resources

- Maintain employee records and administer benefits with HR vendor
- Support hiring, onboarding, and performance reviews in collaboration with Senior Pastor and Open Arms leadership.
- Ensure compliance with federal and state employment laws; foster a healthy, mission-aligned workplace culture.

Communications & Technology

- Oversee internal/external communications including newsletters, website, and digital platforms.
- Coordinate with IT team for church and Open Arms technology needs; ensure consistent organizational branding.

Qualifications

Required

- Demonstrated experience in business office management, accounting, contract acquisition, and vendor oversight.
- Strong organizational, financial, leadership, and time management skills; ability to supervise staff and work collaboratively with pastors, leaders, and volunteers.
- High personal integrity, confidentiality, and commitment to OSLC's mission and values.
- Proficiency with Microsoft Office, accounting systems (Quicken), and digital communication tools; aptitude for learning new systems.
- Must pass a background check and be willing to submit to drug testing; ability to move throughout the facility.

Preferred

- Experience in HR practices, benefits administration, and/or a church or nonprofit environment.
- Knowledge of Lutheran traditions (LCMS); familiarity with church management software (e.g., Breeze, Realm, Shelby).

Personal Attributes

- Strong Christian faith and active church membership; spirit of service and genuine care for people.
- Detail-oriented problem-solver with clear, collaborative communication skills.
- Skilled at balancing ministry needs with sound business practices.

Reporting Structure

Reports to: Senior Pastor (or Governance Board in absence of Senior Pastor)

Supervises: Administrative church staff, office volunteers, and facility contractors

Works Closely With: Accountant, Finance Committee, Maintenance, Open Arms Director, Ministry Leaders, and Governance Board

Compensation & Benefits

Full-time salaried position with bi-weekly pay. Benefits include:

- Vacation and sick leave per OSLC policies.
- Optional medical plans; OSLC contributes 50% of premiums plus an HSA.
- After probation: employer-provided STD, LTD, Group Life Insurance, and a Retirement Plan with OSLC contributions.

How to Apply

Submit the following to the Governance Board at governanceboard@oslclaurel.org:

- Cover letter describing your interest and how your faith and experience align with OSLC's mission.
- Current resume or curriculum vitae.
- Contact information for three professional references.

Our Savior Lutheran Church • www.oslclaurel.org
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