

Church Administrator

Summary

The Church Administrator is the staff person principally responsible for providing administrative support for the life of the church, including communications systems, record keeping, financial bookkeeping, coordination of building use and maintenance, public relations and general administrative support. This is a professional full-time position and an integral member of the church's staffing team.

Send resume and cover letter to address above or pcusalohrenz@netscape.net.

Roles

Communication

Responsibilities

- Coordinates a high quality of communication - written, visual, printed and electronic material – that reflects the priorities of the congregation
- Develops event notices and invitations, as requested by leadership
- Prepares and publishes the weekly bulletins and special service bulletins
- Edits and publishes the monthly newsletter and oversees its delivery
- Maintains the church's website, posting accurate and appropriate content and, as directed, overseeing correspondence on the site
- Manages communication of staff, boards and teams with the congregation, including soliciting material and providing protocols for effective communication
- Facilitates communication between staff, boards, teams and other volunteers
- Stocks and maintains communication materials in specified areas

Relationships

- Staff
- Boards and Teams
- Members and friends of the congregation
- Those seeking to learn about the congregation

Results

- Effective communication that supports the mission and ministries of the church
- A clear " FPC identity" for communications to and from the congregation
- Appropriate sharing of information for effective ministry, leading to confidence in and between staff, leadership and congregation
- Ability of members, visitors and those exploring the church to understand the church's identity and participate in its ministries

Manage Church Office

Responsibilities

- Serves as general receptionist, including providing first impression of the church, answering phone, and distributing mail
- Screens calls and walk-in visitors, determining appropriate means to meet their needs
- Manages the church office email
- Orders necessary office and church supplies within parameters of office administration budget
- Relays messages in a timely manner
- Keeps the building and program calendar and schedules events, posting a calendar of all events
- Maintains office equipment and systems, including telephones, computers, software and copy machines
- Updates and approves the office management handbook at appropriate intervals
- Works effectively with volunteers to accomplish tasks
- Is available to train staff and volunteers in the use of church equipment and systems
- Maintains and uses petty cash, church's credit with vendors and church's credit card

Relationships

- Staff and leadership
- Visitors
- Vendors of office equipment and suppliers
- Volunteers

Results

- A positive first impression of the church
- Effective daily communications with staff, leadership and public
- Supplies and equipment supportive of the church's ministry
- Documented expenditures within office administration budget

Administrative Support for Church Leadership

Responsibilities

- Provides administrative support and coordination for program staff, board and team leadership, including correspondence, scheduling meetings, event logistics and ordering materials
- Manages communications from and to program staff, including phone and email messages, as requested by the Pastor
- Maintains, updates and circulates the church's databases, such as Shepherd's Staff, visitor information and directory of members and friends

- Develops and maintains email contact list
- Develops and maintains a documentation system for important church material, including, under the direction of the Pastor and the Personnel Team leader, all appropriate personnel records
- Archives historical material created by church office, such as bulletins, newsletters, reports
- Provides monthly updates of tasks and priorities to Pastor
- Communicates with Pastor regarding emerging challenges or issues, seeking appropriate resolution

Relationships

- Pastor and staff
- Volunteer leadership

Results

- Effective and prompt communication
- Appropriate use of staff and leaders abilities
- Accurate information about church activities and participants
- Helpful and retrievable documentation
- Proactive identification and resolution of difficulties

Coordination of Facility

Responsibilities

- Serves as liaison with agencies housed in the building, directing their mail and requests to appropriate staff, boards or teams
- Receives and processes requests for building use, working with the Facilities Usage Team leader, and Pastor regarding scheduling
- Maintains relevant paper work related to facility use, including contracts and insurance documentation.
- Maintains and implements schedule for all facilities use
- Manages regular communication with the cleaning service, including special needs, changes in maintenance schedules and room preparation
- Walks through church facility, using a check list provided by Trustees, on a regular basis
- In consultation with Trustees, directs those contracted by Trustees to perform building maintenance, improvements and inspections
- In consultation with Trustees, arrange routine building maintenance and obtain information regarding contracts, estimates, etc.
- Responds to emergencies on the property, especially those involving plumbing, electrical, gas or HVAC systems
- Participate in the creation of an Emergency Preparedness Plan for the church

Relationships

- Other staff members

- Facility Usage Team

- Trustees
- Cleaning and other contractor
- Building users

Results

- Safe and inviting building and property
- Clear communications with those who use the facilities
- A transparent and accessible schedule for facility use

Financial Bookkeeping

Responsibilities

- Submits payroll information to Paychex
- Enters deposit and disbursement information into Shepherd's Staff system
- Generates regular financial reports using Shepherd's Staff system

Relationships

- Church Treasurer and Financial Secretary

Results

- Accurate and prompt payment of employees
- Accurate record of contributions to the church
- Accurate and accessible financial information regarding the church

Qualifications

- Strong sense of a congregation as a place to offer excellent, respectful and compassionate service
- Associates or bachelors degree or equivalent
- 4-6 years administrative experience
- Experience directing volunteers
- Proven ability with word processing, publishing and spreadsheet programs
- Excellent phone and verbal and written communication skills
- Attention to detail, including proofreading and editing skills
- Ability to work independently, with effective time management and follow through
- A self-starter and a team player
- Skilled or commitment to be trained at website updating and maintenance

Compensation

- Compensation begins at \$38,000 and rises with skills and experience