TITLE: **Church Administrator**

REPORTS TO: The Pastor

QUALIFICATIONS:
1. College degree or relevant work-related experience
2. Prior management experience in a volunteer-driven organization preferred
3. Excellent oral and written skills
4. Strong computer skills (MS Office 365 and work-related software)
5. Proficiency in the use of standard office equipment

SCOPE
Under the supervision of the Pastor, the Church Administrator is broadly responsible for:
- Supporting the vision, mission, ministry, and core values of the church
- Ensuring timely, efficient, and cost-effective delivery of all administrator services
- Developing and maintaining a productive, supportive working relationship between church staff, ministers, and the congregation
- Maintaining the general ledger, accounts payable, accounts receivable, insurance, employee benefits, and working with independent auditors
- Working with the Pastor and treasurer to sign off on all employee payroll weekly
- Maintaining the church calendar, scheduling use of the facility, and building-use contracts
- Editing, producing, and distributing publications and communications
- Maintaining files of official church records and documents
- Providing direct administrative support to the Pastor, including calendar management, correspondence, and telephone messages

JOB REQUIREMENTS

- Strong administrative, problem-solving, organizational, and leadership skills
- Dedication to serving others
- Maintenance of confidentiality in the workplace
- Commitment to working both independently and as part of a team
- Strong interpersonal skills with the ability to empathize
- A self-starter who can multi-task and work in a deadline-oriented environment with composure and flexibility
- Accuracy, precision, and exemplary attendance
- Bonded Employee
- Licensed Notary Public

DUTIES AND RESPONSIBILITIES

Finances
In partnership with the Pastor, the Treasurer, Steward Pro-Tem, and Trustee Pro-Tem, the Church Administrator is responsible for:
- Providing financial, administrative support to the church treasurer
- Accurately updating and keeping the general ledger using financial software (i.e., QuickBooks/Peachtree)

- Collating and preparing accounts payable reports for the Treasurer and the Pastor
- Preparing monthly and quarterly financial reports
- Providing information about committee and ministry spending to ministries and auxiliaries when requested
- Facilitating the processing of the weekly payroll for church staff
- Forwarding all invoices and all processed receivables to the treasurer and the Pastor

Facilities

In partnership with the Pastor and the Trustee Board Pro-Tem, the Church Administrator is responsible for:

- Maintaining the church calendar and updating the webmaster and the sexton on changes to the calendar
- Scheduling use of the facility in conjunction with the trustees and the Pastor
- Coordinating maintenance and repairs of office and building equipment
- Maintain the Key List and the Key Box
- Making the Trustee Board aware of Trustee-related issues that may arise during the week

Office

The Church Administrator is responsible for:

- Managing communication platforms (e.g., telephone, email, written correspondence, phone tree, etc.)
- Ordering supplies for office and business management
- Provide clerical support for the Pastor, committees, ministries, and auxiliaries
- Filing committee minutes and reports in a timely manner
- Maintaining backup systems for all files and information, including passwords
- Supervising any clerical staff and office volunteers

Communications

In partnership with the Pastor, the Church Administrator is responsible for:

- Producing and editing of Sunday Worship Bulletins and all weekly electronic guides, special services, and programs (i.e., weddings, funerals, etc.)
- Corresponding with visitors, guest speakers, program participants, etc. weekly
- Editing, producing, and distributing church literature (e.g., brochures, flyers, Easy Worship slides, electronic presentations, etc.)
- Updating the electronic and media personnel on any changes on the church website
- Producing and disseminating periodic mass mailings to the congregation and the broader community
- Generating content, agendas, and meeting reminders for staff and church meetings
- Editing, producing, and disseminating various reports

The Church Administrator may also be responsible for other duties, as assigned by the Pastor.