



# CHURCH ADMINISTRATOR

Contract Part Time  
Reports to: Lead Pastor

## Primary Function

- 1) This part-time position is responsible to the Senior Pastor for administering the day-to-day aspects of the church, working with members and staff to achieve the objectives of the church.
- 2) Must maintain discretion and confidentiality as the Church Administrator often works with highly confidential information and conflict situations.

## ESSENTIAL RESPONSIBILITIES

### Communications

- Serve as Editor of church publications including, but not limited to: weekly bulletin, monthly newsletter, flyers, inserts, brochures, programs, booklets, etc.
- Help ensure church websites and programs are updated, calendars are updated, bulletins are published and newsletters are published and distributed.
- Schedule 3 social media post per day (balance of informative and inspirational)
- Oversee Daily Dive Devotional
- Track advertising costs and direct effective marketing plan.
- Type, publish, and supervise the distribution of Weekly Church Email-Newsletter
- Oversee all printing of materials.
- Type and mail correspondence for the Pastor as requested.
  1. Respond to church calls
  2. Visit with pastor to see how he wants calls handled.
- Develop a Church calendar the first of each month listing all scheduled events.
- Pick up Church mail. Sort, open (unless marked personal) and distribute to proper person and mail slots.
- Send reminders for all meetings in the week prior to the meeting as requested by ministry leader

### Property Management

- Manages facility usage and administers policies and procedures concerning the use of all church properties, and facilities.
- Works with staff and organizations in coordinating the assignment of classrooms and church facilities for meetings and activities.
- Schedules necessary maintenance and building repairs

## General

- Participates in weekly staff meetings and other scheduled meetings. Records meeting notes and sends to staff team.
- Facilitates the organization of volunteer help as needed.
- Edit, schedule and send out weekly communications.
- Record all membership changes: deaths, marriages, address changes, transfer of memberships, baptisms and new members.
- Serve as the face of the church.
- Be the first point of contact for all who are seeking emergency financial assistance through the Benevolence fund. Disseminate information and instructions, including names and numbers of social service agencies.
- Develop and implement a long-range plan for updating equipment, furnishings, and software.
- Record attendance from worship services.
- Assist with church event preparation
- Coordinates the vacation schedule; maintains all vacation/leave hour totals.

## ROLE REQUIREMENTS

- Ability to manage a complex organization
- Excellent verbal and written communication skills.
- The ability to manage a consensus decision making process.
- Ability to develop and administer policies and procedures concerning the use of all church properties, and facilities.
- Knowledge of computer systems, including word processing, electronic communication software, membership software, and financial reporting and accounting software.
- Timely and consistent attendance
- Strong organizational skills.
- Is able to prioritize and multi-task, using good time management skills in a fast-paced environment.
- Ability to maintain discretion and confidentiality as the Church administrator often works with highly confidential information and conflict situations.
- Maintain complete confidentiality, assist as needed in crisis situations, and serve as a helpful and caring assistant to interface with the congregation and the Lead Pastor.
- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance.