Job Description | Church Administrator

Job Classification: Non-Exempt, hourly, Part time - 25 hours per week
Salary: Depends on experience - Please include salary history with resume/application.

Job Summary: The Church Administrator serves as administrative support to pastor, staff, and church committees and ministries. This position is responsible for maintaining the church membership database and assists and backs up the Finance Administrator with accounting functions. The Church Administrator serves as a liaison between the congregation, church administration, and staff, as well as between the church and the community. The Church Administrator is also the primary point of contact for the church's office supply and building equipment vendors.

% of Time/Duties:

10% Membership Functions:
- Maintain church database with member and visitor contact information, attendance, activities, births, deaths, baptism information, process transfers and new members.
- Review, print, and mail quarterly giving statements, and other necessary membership mailings.

50% Administrative Support:
- In coordination with pastor, staff, committees, or ministries, design, plan, produce, and mail (as necessary) print publications including weekly bulletins with inserts, memorial and wedding bulletins, seasonal programs, baptismal/confirmation certificates, special worship service publications, and newspaper ads.
• Create slides for worship services and assist with sanctuary setup as needed.
• Work with Financial Stewardship Committee to design and prepare materials for annual Stewardship Campaign such as pledge cards and brochures, as necessary.
• Prepare other printed materials as directed by pastor, staff, or committees of the church.
• Assist pastor, staff, and church committees with registrations, copying, mailings, and special projects. Assists Finance Administrator with functions such as receiving receipts from members. Schedule facility usage and fulfill supply requests.
• Serve as back up for payroll processing and bank deposits as needed.
• Track and prepare acknowledgement cards for memorials.
• Serve as backup to process bi-weekly and semi-monthly payrolls using predefined software templates.
• Serve as backup to receive, record, and process all accounts payables using predefined software templates.
• Serve as backup to receive, record and deposit all Wesley Academy account receivables as well as provide Fund Reporting to Wesley Academy Director.

15% Reception Duties:
• Serve as in-person point of contact for the church; greeting visitors and making them feel welcome
• Screen and direct phone calls and other communications
• Pick up, sorts, and distribute mail
• Receive package deliveries.

20% Office Management:
• Maintain the church Google calendar, including requests for use of facilities and equipment
• Recruit, train, and supervise office volunteers as needed.
• Arrange for maintenance and repair of office, building, and vehicle equipment, as requested.
• Disburse facility keys and maintain key log
• Maintain postage needs and coordinate bulk mailings
• Order and maintain office supplies
• Maintain paper-based and computer files for church administration, committees, etc.
• Process personnel paperwork, as needed
• Maintain organized and clean office space
• Coordinate with custodian for special cleaning needs

5%  Other Duties as Assigned