



**Eastern Shore Presbyterian Church, PCA  
Fairhope, AL**

<b>Employee Job Description</b>	
<b>Doc. No.:</b> ESPC-001	<b>Rev.:</b> 2
<b>Issue Date:</b> May 19, 2018	<b>Page:</b> 1 of 2

**Job Title:** Church Administrator

**Reports to:** Senior Pastor

**Department:** Administration

**Location:** ESPC, Fairhope, AL

**Prepared By/Date:** 5/13/18 PE/JC

**Approved By/Date:** updated 7/22/20

**Summary:** The Church Administrator will work with the Sr. Pastor, Staff, Diaconate, Session and other committees to administrate and manage the daily business operations of the church, including finances, facilities, personnel and all established policies and procedures.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Manage the day-to-day business operations and deacon-type duties of the church, including but not limited to, finances, facilities and mercy ministry.
2. Manage accounting functions of the church, including budget execution and cost control.
3. Oversee use of facilities via direction and management of Facilities Manager and control use via church calendar.
4. Manage human resources functions of the church and assist school, including background checks, 1099's, and maintain staff accountability for all requisite HR policies and procedures being strictly followed.
5. Identify areas to reduce costs and improve spending and/or services without compromising excellence via effective negotiation, approval and execution of supply contracts and purchase/service agreements.
6. Negotiate and approve all contracts and agreements relating to the church, facilities, and staff.
7. Offer a knowledgeable presence during office hours, effectively operating as a "site manager" for the church.
8. Oversee and administrate master calendar for the campus.
9. Apply new technologies in the workplace, including management and optimized utilization of Simple Church CRM software. Also seek to transition primary records system for purchasing, payments, budget control to a digital platform to eliminate / reduce manual paperwork and data control.
10. Attend all diaconate and requisite staff meetings and serve as staff liaison for Diaconate.
11. Pray diligently for the Kingdom and the local church body.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Will be, or willing to be an ESPC member.
2. Must have full knowledge of non-profit accounting.
3. Must be familiar with 501 (c) (3) status requirements.
4. Strong managerial skills and operate as an assertive self-starter.
5. Detail oriented, orderly and administratively gifted.
6. Willingness to learn new systems and use them for the benefit of the church.
7. Ability to grasp new software products as they apply to the church.
8. Must maintain strict confidentiality.

**Supervisory Responsibilities:**

Responsible for supervision of the Administrative Assistant, Facilities Manager, Accounting Manager and Church Hostess.



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**Education/Experience Required:**

Bachelor’s Degree in Business or equivalent  
Knowledge and experience with accounting, including payroll and human resources functions.  
Knowledge and experience with information systems.  
Experience supervising staff.  
Experience working with vendors to secure services for the church.

**Language Ability:**

Ability to read and write in English; secondary language skills are desirable but not required.

**Computer Skills:**

To perform this job successfully, an individual should have excellent command of a wide variety of computer software. Most importantly, this individual should have reasonable experience in: All Microsoft Office Products

**Certificates and Licenses:** None

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
Typical office environment. The noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
While performing the duties of this Job, the employee is regularly required to talk and hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other different tasks be performed when circumstances change.

\_\_\_\_\_  
Prepared by:  
Title:

\_\_\_\_\_  
Approved by:  
Title:

I have read the Job Description and I certify that I can perform all essential job functions as listed above without a significant risk to the health or safety of myself or others that cannot be eliminated by reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date