

EAST COBB PRESBYTERIAN CHURCH

Church Administrator Job Description

Purpose Statement: To aid the church in managing daily operations, records and church communications. This position will work with different staff and volunteer members to ensure the church operates as efficiently and effectively as possible.

Commitment Statement: This position is important for the function of church ministry and community interaction. Therefore, it should be staffed by a person who understands the critical nature of the role, someone who can guard the reputation of the church, and pursue its wellbeing. As a critical position, we request three months' notice minimum for resignations.

Accountability Statement: This person is directly accountable to the Senior Pastor. Concerns should be brought to the immediate supervisor, but appeals can be made to the Administrative Commission should it be necessary.

Requirements:

- Must have demonstrated experience and skill at office management.
- Must demonstrate attention to details (people, filing, records, etc.)
- Must have demonstrated computer skills and appropriate applications (Microsoft 365, CCB, Planning Center, Excel, Mail Chimp, Publisher, etc.)
- Must have good people skills to represent the Lord and the church.
- Must maintain confidentiality with information.
- Must maintain biblical deportment appropriate for church staff.
- Go through and pass background check.

Responsibilities:

Operational Support

- Manage and oversee online congregational records (attendance, profiles, etc.).
- Manages Church website and social media outlets.
- Creates and manages the office budget and supplies.
- Records, disseminates, and files staff meeting records.
- Oversees the church calendar
- Responsible for church publications: newsletter, special announcements, promotional materials, banners, etc.
- Oversees the ministry background check process and records.
- Provide administrative support for leadership events and certain church-wide events: booking venues, managing registration, etc.
- Manages facility use requests.

Ministry Leader Support

- Prepares for Sunday services
- Serve as point of contact for admin needs for lay led Sunday teams
- Schedules and communicates with Elders for communion, pastoral prayers, etc.
- Assists ministry leaders with promotional graphic design.
- Works with the Assimilation Team in the assimilation process towards church membership
- Coordinates summer camp lunches for Summerhill. Acts as the liaison between the church and the ministry.
- Coordinates member ministry needs with leadership: New baby, surgery recovery, etc.
- Coordinates mercy ministry needs with staff and diaconate.

Sunday Service

- Creates and publishes the Sunday bulletin.
- Maintains the worship service schedule in Planning Center.
- Coordinates various elements of the worship service with ministry teams: Kingdom Connections, Elder Prayer, etc.
- Collects and uploads various media for Sunday worship.

*Fulfills whatever other tasks are necessary for church ministry within scheduled hours.

Compensation

Ideally this is a full-time position Monday through Friday but alternative options can be explored. Hourly wage is dependent on experience, \$17-21 depending on experience.

*Higher pay would be automatic if the candidate has advanced technology skills (i.e. computer and network abilities).

Schedule Expectations

M-F, 8 hours a day.

- Attend weekly staff meetings (Mondays)
- Available for weekly check-ins with supervisor

Yearly Evaluation:

By _____ Date _____

I have read and understand the requirements for this position and agree to submit to these terms.

Signature

Date