

Church Administrative Coordinator Job Description

General Description:

The position of Church Administrative Coordinator is responsible for coordinating overall office functions, performing the financial duties of the church, as well as assisting the Pastors and the congregation to carry out clerical and administrative responsibilities in an effective and efficient manner. The primary purpose of the Church Administrative Coordinator is to free the pastor to be about the tasks to which he is called, as well as the rest of the church staff. This position will work and coordinate with ministers, paid staff, committees, church leaders, and volunteers to support the Church's mission. The applicant must be a team player with the ability to multi-task responsibilities successfully.

Accountability:

While the Pastor will supervise the Administrative Coordinator's work and she will look to him for direction in the normal day-to-day responsibilities, the Administrative Coordinator is answerable ultimately to the Session through the Professional Staff Committee.

Knowledge, Talents, and Competencies Required:

- Proficient in people skills, as well as organizational and computer skills.
- Commitment to ethical behavior
- Some knowledge of bookkeeping and accounting practices is desirable. Training for QuickBooks software will be provided.
- Ability to produce bulletins, newsletters, reports and other publicity and informational materials that are aesthetically pleasing and appealing
- Ability to maintain discretion and confidentiality in handling sensitive issues in all church matters
- Ability to work with minimal supervision and build effective working relationships with other staff, volunteers, and members
- Ability to organize and prioritize the work of the entire office staff
- Excellent verbal and written communication skills
- Commitment to planning goals for the office staff in order to steward the church's resources well
- Ability to work on immediate tasks while also looking to long-term and recurring projects and events
- Positive personality in all interactions with church staff, members, and members of the public. This position requires a ministry based approach with a loving patience for seniors, those seeking assistance with utilities, homelessness, and other assistance.
- Proficient in Microsoft Office programs.

Administrative Coordinator // Administrative Duties

- Manage and supervise office staff
- Ensure that the Administrative Assistant is meeting deadlines related to church publications—bulletin and newsletters specifically
- Assist in the maintenance of the church website
- Ensure that church software is being properly and fully utilized and keep records up-to-date in the database

- Produce miscellaneous publicity and informational materials (posters, brochures, sign-up sheets, etc.) for the congregation and ministry groups in the church
- Help to maintain the church calendar
- Assist ministry leaders in registering for conferences, camps, and other events
- Manage facility use requests from within the church, and from outside groups
- Know and implement current church policies and procedures
- Work closely with the staff in making contributions to the Weekly Update
- Ensure that engagement with homebound members (via mail, service DVDs, etc.) is maintained
- Maintain church membership records (membership, births, deaths, baptisms, etc.)
- Aid the Administrative Assistant in printing, saving, and appropriately filing/storing minutes of the Session, Diaconate, and various committees. Seek signatures when necessary and prepare Session minutes for inspection by the Presbytery.
- Maintain insurance policies and records
- Assist pastors in preparation of the annual statistical report
- Monitor ordering of office supplies.
- Manage and maintain office equipment.
- Provide clerical support to Pastors, staff, committees, church members, Preschool, etc.
- Facilitate officer election process each fall.
- Plan, coordinate, and offer administrative support for special events (ie. Presbytery Meetings, ChristmasVille Prayer Breakfast, Prayer Walk, etc.)
- Assure that calendar guidelines and deadlines are met by all members of the office staff. (examples-- sending out annual contribution statements in a timely manner, producing directory in a timely manner, making sure inspections are completed, sending out budget preparation materials, etc.)
- With the approval/guidance of committees, schedule appropriate repairs and maintenance for the church building and grounds.
- Handle incoming and outgoing mail alongside the Administrative Assistant
- Intake clients for utility assistance and communicate with the utilities officials to ensure we are providing funds in the best way. Maintain an awareness of available resources in the community to refer clients to other agencies when appropriate.
- Communicate with the Preschool Director about safety and security procedures.
- Perform typical receptionist duties. (telephone answering, greeting visitors, etc.)
- Assist in onboarding of new employees—complete appropriate paperwork, issue keys, etc.
- Handle matters pertaining to the church bus—registration, maintaining maintenance records, ensuring insurance cards are up to date

Administrative Coordinator // Financial Duties

- Follow established church accounting procedures as directed by the Finance Committee
- Maintain accurate accounts receivable and accounts payable records
- Provide monthly financial reports and budget notes for the Finance Committee Chairman
- Reconcile bank statements for the church operating account and credit card
- Complete payroll for church and Preschool staff
- Mail annual giving statements to donors in a timely manner each January
- Assist the Finance Committee with budget preparation by sending reports and budget request forms to relevant Committee and Ministry leaders

The work of the person in this position covers such a wide range of activities and responsibilities that it becomes virtually impossible to cover all of the specifics in one job description.

Benefits:

Part-time position of 28 hours per week. Salary based on experience. FICA included as part of the salary package.

Vacation and Holidays:

Vacation and Holiday time off and other benefits/policies will be in accordance with the First ARP Employee Handbook edition in affect at time of employment.

References Required

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