Eastwood
PRESBYTERIAN CHURCH
P.O. Box 230069
Montgomery, Alabama 36123
info@eastwoodpca.org

Church Administrator / Executive Pastor

Eastwood Presbyterian Church (PCA) is in search of a Church Administrator who will serve as the backbone of our church's daily operations and management. It is preferable to have an ordained Pastor, or someone working toward ordination. The individual should feel a spiritual calling to support the mission and services of our church community. The candidate must have a proactive attitude, attention to detail, and a heart to serve within the church's administrative roles. The Church Administrator will act as a liaison among various church groups, manage church resources efficiently, and maintain an organized environment conducive to worship and fellowship. The Administrator is employed by the Session (Elders) of Eastwood Presbyterian Church and will support the Session's vision and guidance.

The dual role will take about 20 hours per week of administrative duties and 20 hours per week toward pastoral duties. Non-pastoral individual will take on more administrative duties to fill out 40 hours per week.

What you will be doing:

- Overseeing the daily operations and scheduling of the church office and facilities.
- Direct supervision of Financial Administrator and Office Manager/Pastoral Assistant. Indirect supervision of Children's Ministry Director, Missions Director, Director of Music and Nursery Director.
- Coordinating church events and managing the church calendar.
- Ensuring effective communication within the church staff, congregational members, and external contacts.
- Lead the weekly staff meeting to coordinate and communicate operational issues.
- Oversite of church financial records, including bookkeeping, budgeting, and payroll in coordination with the Financial Administrator.
- Coordination with the school Headmaster on operational and management issues of the school.
- Maintaining church member records and databases and reporting to the PCA annually.
- Supervising the maintenance and security of church property to include buildings and grounds (including school buildings and grounds).
- Arranging for contractors to service church property and equipment.
- Implementing and improving administrative processes for better efficiency.
- Collaborating closely with church leadership to align administrative functions with the church's mission.

- Attend Diaconate and Session meetings to report on and represent Church Administrative functions.

Qualities and skills needed:

- A deep understanding of and a heart for the mission and values of our church.
- A minimum of two years of administrative or related experience, preferably within a church or non-profit setting.
- Exceptional organizational and time management skills.
- Strong written and verbal communication abilities.
- Competence in financial management, bookkeeping, and budgeting.
- Proficiency with office software, including word processing, spreadsheets, and database management.
- Ability to learn church specific software related to record keeping and financial management.
- Ability to handle confidential information with discretion and integrity.
- Strong interpersonal skills and the capacity to work collaboratively with others.
- Commitment to continuous improvement and professional growth.

Additional qualities a plus:

- We would prefer an ordained Reformed pastor, preferably Presbyterian Church in America (PCA).
- Ability to preach on occasion.
- Ability to perform the Sacraments (Communion, Baptism) occasionally.
- Ability to teach Sunday School classes periodically.
- Assisting in the preparation of worship materials and programs.
- Coordinate Missions activities and financial support.

To apply send cover letter and resume to:

Human Resources
Eastwood Presbyterian Church
P.O. Box 230069
Montgomery, AL 36123

Or email at HumanResources@EastwoodChurch.org