

**Job Description**  
**Church Administrator**  
**Altadena Valley Presbyterian Church**

**I. Position Summary**

**Title:** Church Administrator

**Reports to:** Associate Pastor of Worship and Music

**II. Organizational Purpose**

Altadena Valley Presbyterian Church exists to bring hope to a broken world through being a community of Christ's coming kingdom. It is our desire to love God and to love others as we are transformed by his love.

**III. Position Purpose**

To lead the office staff in serving and meeting the administrative needs of the church.

**IV. Job Requirements**

- Christian maturity
- Demonstrated project management skills
- Current AVPC member or willing to become one
- Confidence and experience in the primary computer programs of a contemporary office (MS Word, Outlook, Excel; Adobe Creative Software, particularly InDesign) and a willingness to continue improving skills in these and other computer programs
- Experience and effectiveness in supervising others
- Able to encourage an enjoyable work environment among the office employees
- Good communication skills
- A servant's heart

**V. Major Job Responsibilities**

- (1). Leadership / Supervision / Human Resources
- Supervise the following employees: Administrative Assistant, Facilities Manager, Kitchen Coordinator, and Wedding Coordinator.
  - Maintain personnel records of church employees and provide administrative assistance for all personnel needs of the church.
  - Oversee hiring process for new hires.
  - Assist in development of employee policies and procedures.

- (2). Communication / Office / Facilities / IT
- Manage the church calendar and facility usage.
  - Oversee the content and publication of the primary documents for church communication, such as the e-news, monthly printed newsletter, e-mail prayer chain, weekly worship bulletin.
  - Oversee the primary software systems used for church management and communication including electronic media (Community Church Builder, Adobe software programs—particularly InDesign, Microsoft programs, AVPC web and social media sites).
  - Manage all office functions, including the ordering of supplies, functioning of office equipment, distribution of work among office personnel, development of annual budget, and tracking office spending.
  - Support IT with file management and other technological needs.
- (3). Staff / Ministry Support
- Provide administrative support, together with the other church administrative assistants, to all ministry staff, as well as to the congregation.
  - Provide administrative support for membership related functions, including maintaining an accurate membership role, scheduling membership interviews and membership actions such as baptisms and public recognition of new members at the worship services.
  - Provide administrative support to the Senior Pastor.
  - Provide support to the Stated Clerk of the Session in the production of Session minutes and the distribution of all Session related materials.
- (4). Special Events
- Manage key aspects of planning and implementation for the following:
    - Weddings
    - Missions Conference
    - WACK
    - Camp Solid Rock
    - Funerals
    - Other occasional events that might occur

## **VI. Job Salary and Benefits**

This is a full-time, salaried position with an annual salary in the range of \$48,000-\$52,000, depending on experience. It is expected that a normal work week will be 40 hours, from Monday through Friday, 9:00 a.m. to 5:00 p.m. Occasional weekend responsibilities will be required, for which comp time can be taken. Benefits for this position include 100% employer-funded single health insurance and an employer-funded defined-contribution retirement benefit equal to 6% of salary, as well as paid sick leave, holidays and vacation days.

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