

Sample Position Description

TITLE: Church Administrator

REPORTS TO: Rector

POSITION SUMMARY

The administrator is to supervise and facilitate the day-to-day administrative operations of the congregation. The position requires professionalism and confidentiality, as well as exceptional oral and written communications skills.

PRINCIPAL ACCOUNTABILITIES

1. Finances
 - a. Financial administrative support to the church treasurer
 - b. Accurately updating and keeping the general ledger using financial software
 - c. Collating and preparing accounts payable for the treasurer
 - d. Preparing monthly financial reports for the rector, trustees, treasurer, and stewardship chair
 - e. Providing information requested about specific committee and ministry spending to committee chairs
 - f. Facilitating the processing payroll for church staff
 - g. Collecting monthly rentals, as well as fees for functions, weddings, and funerals
2. Facilities
 - a. Maintaining the church calendar and updating the webmaster
 - b. Scheduling the use of the facility
 - c. Drawing up building-use contracts and tenant leases
 - d. Liaising with tenants and other building users
 - e. Coordinating maintenance and repairs in the facility
3. Office
 - a. Telephone reception
 - b. Ordering supplies
 - c. Maintenance of equipment
 - d. Clerical support for rector and committees
 - e. Filing committee minutes and reports
4. Communications
 - a. Editing and production of worship bulletins and those for special services
 - b. Editing, production, and distribution of monthly newsletter
 - c. Updating the webmaster on calendar changes or activities
 - d. Periodic mass mailings to the congregation and wider community
 - e. Editing, production, and dissemination of weekly email updates of events and worship
 - f. Generating content for weekly update for local newspaper
 - g. Editing, production, and dissemination of the annual report

QUALIFICATIONS

To be considered for this position, a candidate should demonstrate a track record of strong leadership, a dedication to serving others, and a commitment to working both alone and as part of a team to accomplish goals and objectives. Strong interpersonal skills, the ability to empathize, and superior oral and written skills are desired.

The successful candidate will be adept at multi-tasking and working in a deadline-oriented environment. Some

management experience in a volunteer-driven organization will be considered an asset. Accuracy and precision are important aspects of this job. The candidate must have some financial background including current knowledge of accounting practices and bookkeeping systems, as well as familiarity with desktop publishing.

Computer skills should be current and the candidate should have a basic understanding of desktop maintenance procedures, computer networks, database management, and printer and copier maintenance. Knowledge of MS Office (Word, Excel, and PowerPoint), bookkeeping software, email and the Internet, as well as prior administrative experience are essential. At least 3-5 years prior supervisory and/or office management experience is required. All candidates are required to undergo a background check.