

# CHURCH ADMINISTRATOR

## **Purpose**

To provide secretarial and administrative services to the pastors, other professional staff, church members, and to manage the church office at Guilford Park Presbyterian Church, Greensboro, North Carolina.

## **Accountability**

Accountable to the Pastor as Head of Staff and the Session through the Personnel Committee.

## **Relationships**

In contact with total membership, primarily with the staff and committee leadership.

## **Qualifications**

Excellent organizational skills; good interpersonal skills; good computer skills with knowledge in Microsoft Office including, Publisher, Word, and Excel, and Outlook. Willingness to be trained and become proficient in use of computer software (ACS) for People functions. Competent in the operation and maintenance of office equipment. Ability to maintain confidentiality and a good work ethic while sustaining social and compassionate relationships with church members.

## **Responsibilities**

1. Serve as receptionist and facilitate communication by, but not limited to, the following: answering the phone and forwarding calls and messages; greeting members and visitors; maintaining the "Concerns and Celebrations" board; and weekly E-news from the Pastor; forwarding relevant information to the pastors, staff, and church leaders; and forwarding messages to the Preschool staff, as needed, in the event they are out of the office;.
2. Provide general secretarial support to the pastors and other professional staff members as needed.
3. Perform the normal clerical/secretarial functions of the church. Performing all tasks listed in the Church Administrator's Work Manual, keeping the manual current with changes approved by the Pastor.
4. Schedule the use of the facilities and communicate with outside groups using the facilities. Add to the calendar.
5. Prepare newsletter monthly. Gather info from committees, pastor's letter, do the calendar, those who serve, attendance, financial info, notes from session meeting.
6. Convert newsletter to PDF and send out in Enews to the congregation.
7. Prepare worship bulletins for both services, two large print bulletins, and include Children's Bulletins each week along with the attendance record to be used by the ushers.
8. Prepare weekly enews and send to congregation through email service (Mailchimp). Included is a message from the pastor, bulletins, announcements, and those serving in worship on Sunday.

9. Maintain a church calendar of all the following: church activities and facilities and room use. Update as needed usually after staff meetings. This calendar goes directly to the website.
10. In November request from Committee chairs the next year's worship planning participants (ushers/greeters, communion-preparers, servers, and home communion, opener/closer, sound board, bread delivery, etc.) for the Church Administrator's worship planning purposes.
11. In January request from Committee chairs the committee members that sit on their particular committee. Once approved by Session, email to staff and Session members.
12. Update Committee Brochures as need or requested.
13. Check the attendance sheets each Monday. Email the Attendance sub-committee an email containing number of attendees at each service, new visitors, and returning visitors. Records visitors' visit in the visitor's card file if not already posted. If they record an address, prepare a visitor letter and give to Pastor to sign.
14. Wonderful Wednesday dinner: prepare yellow RSVP cards for the sanctuary, send an email Monday mornings prior to dinner to remind members to RSVP, record reservations, and prepare excel spreadsheet for Fellowship chair.
15. Maintain the Care Booklets in Narthex. Order new books when needed (One Caring Place)
16. Address and mail cards relating to celebrations and concerns each Monday.
17. Provide name tags as needed on sign-up sheet in hall near the name tags.
18. Mail "Upper Room" to our homebound and place the rest in Narthex.
19. Maintain postage machine. Add postage when necessary. Order tape as needed.
20. Maintain copy machine.
21. Order supplies for office or an occasional trip to Office Depot.
22. Oversee computer system. Communicate with Technical Support Service. Change back up tape daily and take one home (out of building)
23. Maintain ACS church data such as changes in address, phone, (info, baptisms, births, etc.).
24. Update Instant Church Directory anytime there is a change. That will automatically update the members' app on their phone.
25. Print out new directories for staff when needed.
26. Print directories for church members quarterly. Print about 50 and put on table in hall with the note to only take if you do not have access to a computer.
27. Prepare new member bios for bulletin board and newsletter. Scan pictures so bios can be inserted into newsletter and pictures added to bulletin board. Complete church registry books with new member info and add to ACS. Add to Steno pad on desk, ACS, Instant Church Directory, Red Books, Newsletter, and prepare name tags.
28. Prepare new member packets when pastor is having new member classes.
29. Add confirmands to Red church books and ACS.
30. Prepare transfer letters for new members when needed and transfer certificates when needed.

31. Maintain membership records in consultation with the Clerk of Session and Pastor, including births, baptisms, weddings, deaths, transfers, etc. in the computer system and Session's Church Register.
32. Prepare funeral bulletins as requested by a pastor.
33. Provide, as needed, support to committees such as providing e-mail addresses, mailing addresses or phone numbers, and providing flyers for bulletin boards.
- 34.
35. Update attendance sheets every 6 months for volunteer who is checking attendance. Add new members and remove deceased members.
36. Baptisms: Ask Judy Koemel (or volunteer who follows her) to make a baptism circle ornament in advance. The week before the baptism give the Pastor the circle, a wooden cross, and a completed Certificate of Baptism.
37. Order a rose from florist when a new baby is born and put announcement in bulletin that week.
38. Create the Lord's Table flower chart each fall for the following year. This information is used each week for the bulletins. Check the flower chart quarterly to see who has signed up.
39. Perform, in the absence of the Financial Administrator and when needed, the responsibilities of calling in payroll and writing checks.
40. In December request annual reports from each committee chair. In January prepare the annual report to be presented at the Annual meeting in February.
41. Attend staff meetings.
42. Maintain confidentiality of communications as appropriate.
43. Comply with Guilford Park Presbyterian Church's Protection Policy as well as the Employee Responsibilities found in the Personnel Committee's Policies and Procedures.

**Type**

Full time position with specific hours to be determined by mutual agreement among the Church Administrator, Pastor, and Personnel Committee.

**Benefits**

All standard benefits for a full-time salaried employee.

**Evaluation**

Performance reviews will be conducted annually by the Pastor/Head of Staff and the Session's Personnel Committee with particular input from the entire staff. The Personnel Committee, in consultation with the Pastor, will review annually the adequacy of compensation.

Approved by Personnel Committee: May 9, 2016 and by Session: May 15, 2016