

Bethel United Methodist Church
www.bethelumcmn.org
Job Description
Part-Time Church Administrator

The purpose of the part-time Church Administrator is to supervise and facilitate the day-to-day administrative operations of Bethel United Methodist Church. As such administering is understood as “adding” to ministry in order to help and support the membership of Bethel act on their calls to service and ministry. The position requires professionalism and confidentiality as well as exceptional verbal and written communication skills.

OVERALL

Under the supervision of the Pastor, the Church Administrator is broadly responsible for:

- Supporting the vision, mission, ministry, and core values of the church
- Ensuring timely, efficient, and cost effective delivery of all administrative services and developing and maintaining a productive and supportive working relationship between church staff and laity of the church.
- Maintaining basic accounting tasks to assist Treasurer and Financial Secretary.
- Maintaining the church calendar, scheduling use of the facility, building-use contracts, and tenant leases
- Editing, producing, and distributing publications and communications including data base
- Maintaining files of official church records and documents (electronically and hard copy).
- Coordinating and encouraging volunteer participation in office tasks, ministry of Committees and groups (e.g. stewardship mailing, folding/collating bulletins, collating and readying monthly newsletter for distribution, etc.)
- Providing direct administrative support to the Pastor including calendar management, correspondence, and telephone messages.

Church Administration

The Pastor of the church, with the counsel and consent of the Staff Pastor Parish Relations Committee (Human Relations Department), is responsible for structuring and supervising the church’s lay professional and general staff. The Church Administrator, at the direction of the Pastor, coordinates and executes administrative matters.

Duties and Responsibilities

Communication Oversight and Implementation

In partnership with the Pastor the Church Administrator is responsible for:

- Collection of elements, editing and production of Sunday Worship Bulletins/insert(s) and those for special services (Christmas Eve, Funeral/Memorial services, etc.)
- Collection of articles and information, editing, production, and distribution (postal and electronic) of *The Bellringer* (ten monthly issues) including a calendar, prayer page and other inserts as requested.
- Updating, tracking, disseminating and networking the calendar changes or activities that need to be noted on Bethel’s Facebook and website, *The Bellringer*, and bulletin weekly calendar.
- Periodic Mass Mailings to the congregation and wider community

- Editing, production, and dissemination of weekly email updates of events and worship and mission opportunities via email, website and Facebook.
- Maintains accurate church mailing list (electronically and postal)
- Editing, production, and dissemination of Annual Church Directory (August)
- Generating content for periodic update in *Celebrate Greater Mound* (equivalent of local Chamber of Commerce) website as well as advertisements in The Laker (local paper)
- Editing, production, and dissemination of the Annual Report as requested.

Office Management

The Church Administrator is responsible for:

- Telephone reception (handling emergency calls and directing to pastor, directing calls, taking messages, relaying information to appropriate group or person)
- Keeping desk tidy; share computer with Treasurer and program staff.
- Clerical support for Pastor and committees including distribution of postal and electronic mail. Other tasks as requested.
- Maintains files of the church (paid bills, finance reports, Annual Reports, bulletins and newsletter, baptism, funeral/memorial services, etc.)
- Assist Membership Secretary in maintenance of membership records as requested.
- Updating and publishing annual church directory of addresses/phone numbers, etc. - August
- Provides information by answering questions and requests; redirecting to Pastor or staff as appropriate.
- Maintains workflow by studying methods; implementing cost reductions; and developing procedures.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout; implementing changes.
- Ensures operation of equipment by coordinating preparation of reports, analyzing data and identifying solutions; assists in administering changes as directed.
- Ordering Supplies: Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies and verifying receipt of supplies. This includes ordering for Worship (bulletins, candle oil, music), Christian Education and Youth ministries, Custodial and coffee hour needs or as requested.

Financial Accounting

In partnership with the Pastor, the Treasurer and Trustees the Church Administrator is responsible for:

- Financial administrative support to the Church Treasurer
- Accurately updating and keeping the general ledger using financial software (PeachTree) as requested.
- Collating and preparing accounts payable for the Treasurer
- Providing information requested about specific committee and ministry spending to Committee Chairs as needed or requested.
- Processing and recording rentals as well as fees for functions, weddings, and funerals.

- Assist Congregation Trust Fund Committee, Memorials Committee, Church Financial Secretary and Treasurer in processing financial gifts, expenses, recordkeeping and arranging engraving of stonework.

Facilities Management

In partnership with the Pastor and the Board of Trustees Chair the Church Administrator is responsible for:

- Maintaining the church calendar, networking information and updating the website on changes to the calendar [we are seeking to update this calendar process].
- Scheduling use of the facility calendar and interfacing with user groups (including Boy Scouts and other regular users as well as occasional user groups).
- Administer/Type/update building-use contracts and tenant leases with direction of the Board of Trustees
- Liaising with tenants and other building users as needed in consultation with Board of Trustees.
- Coordinating/arranging timing of maintenance and repairs in the facility and communicating to the Board of Trustees.
- Communicate with Custodian on a weekly basis to review arrangements for facility use.
- Maintain Church key record/log of key holders.

The Church Administrator may be responsible for other duties, as assigned by the Pastor and agreed to in advance in consultation with the Staff Pastor Parish Relations Committee.

Job Requirements

To be considered for this position, a candidate should demonstrate a track record of strong leadership, reliability, 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 verbal and written skills are desired. The successful candidate will be adept at multi-tasking and working in a deadline-oriented environment. Candidate sees their organizational aptitude as a means of enhancing and improving systems and enjoys this work. Some management experience in a volunteer-driven organization will be considered as a major plus. 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. 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 as well as familiarity with desktop publishing.

Knowledge or ability to learn quickly MS Office suite 2010 (Word, Publisher, Excel, and PowerPoint), PeachTree (financial software), Church Windows (church membership system), Email, the Internet, social media are essential. Experience preferred.

Administrator will meet weekly check-in/review with Pastor.

Administrator will meet monthly with all staff as possible augmented with email and phone conversation.

Administrator will meet with liaison (representative of Staff Pastor Parish Relations Committee) once per quarter to facilitate communication about administrative work the first year and periodically thereafter.

A pre-employment background check is required.

Forms to be completed upon employment: Agreement to/having read Personnel Policy Manual; Medical Release/contact, Ethics Statement, and when available to be trained with Safe Sanctuaries.

Hours/Wage Rate

Hours per week: 22 (with flexibility in setting regular hours)

Starting pay is \$14.00 per hour.

Performance and pay will be reviewed after the first six months of employment, and on an annual basis thereafter (12 months from hire date; 24 months; etc.).

Benefits

There is no paid vacation at this time.

For a full list of benefits, please see Personnel Policy Manual.

Apply

To apply for this position, please email your resume to the attention of Rev. David McBride at bethelrev@mchsi.com