

Title: Church Administrator Substitute Position

Position Summary:

This position provides scheduled coverage for the Church Administrator Position. In doing and when working this position assist in directing, coordinating and managing the physical operation in the church as developed by the Church Administrator. This position is vital in the continuity of communication and coordination of church activities, promotion of the church's mission and goals and support and supervising paid as well as volunteer staff when substituting for the Church Administrator.

Description of Primary Duties:

1. Responsible for implementing approved church budget by timely managing and recording income and expenses, paying approved bills, payroll, tax withholdings, disbursing other funds as approved, recording transactions in board-approved financial management system. Enter giving records into Churchteams.
2. Provides Administrative Support to Pastors, Board, committees and other groups as necessary and assigned to include:
 - a. Answers phones, review and distribute mail, and respond to email communications in a timely manner.
 - b. Coordinate and communicate information and activities among staff, committees, board members and other groups within the organizational structure of the church.
 - c. Facilitate open communication and thoughtful planning.
3. Greet and assist visitors and church volunteers during the work hours.
4. Facilitate the preparation and distribution of weekly bulletins, special service bulletins, newsletters, and put information out on Facebook.
5. Maintain the master church calendar to schedule events and ensure certification of facility use request as required.
6. Monitor website, market and publicize church events, press releases, and advertisements.
7. Maintain accurate records (including membership, pastoral acts, weddings, baptisms, confirmations, funerals, quarterly employee reports, statistical information, memorials, etc.). Prepare and file an end of year church statistical report to be used in the Board Secretary annual report.

8. Responsible for daily operation of the church office, inventory control of office supplies and maintaining a welcoming atmosphere to all.
9. Supervises assigned functions for the church as assigned to include custodial and substitute positions.

Position Qualification Requirements:

- Mature character, profess Christian faith (consistent with church's statement of faith) and demonstrate ability to maintain confidential information as necessary for church ministries.
- Education – Certification in bookkeeping and uses of Microsoft Office Applications or equivalent college/technical training degrees.
- Minimum 2 years' office administrative and bookkeeping experience
- Excellent communication and planning skills
- Ability to organize, prioritize and complete projects and normal church operating duties timely
- Proven ability to complete detailed assignments, shows self-initiative and works independently as well with teams well.
- Strong team building skills to support collaborative working with church staff and other church leaders.
- Must be available to cover the positions duties as scheduled with the Church Administrator and during that time maintain assigned office hours. Work hours are 20 hours per week Monday – Friday. This position will work at a minimum of 4 weeks per year and could be up to six months per year. Each scheduling of work time will be based on a mutually agreed time committed no less than 2 weeks prior to the scheduled work date. It is not the intention to create individual days of coverage but rather coverage for several days at a time in advance.

Organizational Assignment: Reports to Church Administrator