

Position: Church Administrator
Status: Exempt, Part-time, 24 hours/week
Reports to: Pastor (Personnel Committee Chair in Pastor's absence)
Date: August 19, 2026



JOB DESCRIPTION:

The Church Administrator is responsible for maintaining daily church operations. It is important that this individual connects with both church leadership and church family of United Presbyterian Church to meet the operational needs of the organization.

Essential Functions:

- **Key qualities required:** The position demands discretion, empathy, a positive attitude, strong problem-solving skills, and excellent interpersonal abilities, especially as the role involves handling sensitive information about congregation members. Confidentiality is imperative.
- **Administrative duties:** Must possess strong word processing and computer skills including Microsoft Office suite with PowerPoint, manage office equipment, order supplies, pay bills, process payroll, maintain files, handle correspondence including church newsletter and social media presence, print bulletins and other materials, generate financial reports utilizing QuickBooks, prepare deposits, and assist with bookkeeping and website maintenance.
- **Staff support functions:** Responsibilities include acting as receptionist, managing the church event calendar, supporting ministerial staff with scheduling and correspondence, recording meeting minutes, keeping staff and leadership informed about important events and ministry opportunities, and aiding in staff recruitment.
- **General office and worship support:** Duties include office management, facilities maintenance scheduling, preparing worship materials and bulletins, managing communications, maintaining membership records, and handling financial tasks such as counting offerings and generating reports. Possess a general understanding of church audiovisual equipment and provide general technical support. Perform other duties as assigned by the Pastor as job hours permit.

Required Qualifications:

- Appropriate experience working in an office environment
- Strong organizational skills; strong verbal and written communication skills
- Approachable demeanor with a positive work ethic
- Self-motivated with strong interpersonal skills
- Comfortable taking initiative to lead tasks to completion
- Competent in QuickBooks, word processing and e-mail software

Preferred Qualifications:

- Associate's or Bachelor's degree in business administration or office administration with 4 years of experience in an office administrative role
- General understanding of the Bible with a commitment to staying current in PCUSA polity

Supervisory Responsibility: This position will not have any supervisory responsibilities.

Work Environment: Primarily working in an office environment with extended periods of time sitting, using a computer, standing, answering calls, allowing access to the church buildings, and similar tasks.

Position Type: This position works standard office hours (typically Monday through Thursday) with a daily schedule that coincides with the head of staff. Occasionally, additional time will be required working during other times of day.

Travel: Travel as required to perform the essential functions as outlined.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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For More Information:

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Call Nick Radzinski at 608-963-9198

To Apply:

Send resume to nradzinski@gmail.com