



Success Profile

CHURCH ADMINISTRATOR

- I) **Primary Function:** To provide a welcoming presence in the church offices guests, and expedite the administrative work of the congregation with the church board, pastors and various ministry team leaders of the congregation.
- II) **Relationship:** Supervised by the lead pastor and works with other staff, volunteers, guests and the congregation in various ministries. Relate to the Salford Child Care Executive Director on matters of technology, facility use, cost sharing and administrative function backup.
- III) **Time Commitment:** A full-time position, Monday through Friday with occasional responsibilities outside the daily office schedule, such as minute taking for the board, Sunday morning responsibilities and backup for facility manager for event management.
- IV) **Qualifications:** Strong commitment to Christ and the church, high level computer skills, good management and relational skills, capacity to function confidentially and in a trustworthy manner, supervisory skills, financial expertise/knowledge, good team member, and a keen sense of Anabaptist/Mennonite faith perspective and practice.
- V) **Responsibilities:**
1. *Church office management*
 - a. Provide a welcoming presence and hospitality on behalf of the pastoral staff to guests who come through the church office.
 - b. Manage the office in answering the phone, opening the door to members and guests.
 - c. Maintain church records, files, database, and do the official correspondence for the church.
 - d. Maintain church mailboxes, and gather information and report guests from friendship pads.
 2. *Funeral Management*
 - a. Prepare funeral bulletins.
 - b. Schedule ushers, facility, and sound team coverage for funerals as needed.
 - c. Arrange for funeral lunches in coordinating with the Child Care schedule.

3. *Facilities and equipment management*

- a. Relate to facilities staff in maintaining the property and promoting energy conservation.
- b. Serve as key person in seeing that equipment needs are met, computer services are kept up to date for the offices, and supplies are available for other staff and the church.
- c. Oversee rental properties and work with staff to coordinate activities such as the church garden, peace camp, MYF Auction, and weddings.
- d. Oversee PADEP Safe Drinking Water Acts requirements for the church facility.
- e. Assist with planning and implementing Capital Projects.

4. *Communications management*

- a. Respond promptly to church and staff related emails.
- b. Prepare the weekly bulletin, bulletin inserts and special services bulletins.
- c. Maintain church website with weekly postings and new articles and pictures as needed.
- d. Learn how to update the Salford Facebook page.
- e. Learn how to update the sermon podcast on Mondays.
- f. Serve as the recorder for the church board in monthly meetings and produce minutes for the congregation.
- g. Oversee church advertising.
- h. Oversee changes to the church sign.
- i. Oversee directory update and printing.
- j. Oversee photo directory updates.

5. *Scheduling management*

- a. Coordinate Lead Pastor's schedule and work to expedite his/her responsibilities.
- b. Oversee official church calendar.
- c. Oversee scheduling for use of church property.
- d. Work with the Associate Pastor to develop on Pastoral Visitors visitation schedule.
- e. Schedule meetings pertaining to the team requested by staff.

6. *Finance management*

- a. Work with the lead pastor, church board and finance committee in budget formation and in managing the expenditures of the congregation.
- b. Produce Finance Comments for the Lead Pastor each month.

7. *Accounting/Bookkeeping*

- a. Be responsible for church bookkeeping; prepare deposits as needed, code bills, pay bills, enter in QuickBooks, and reconcile accounts, monthly financial reports. Maintain misc. non budget accounts (garden, MYF, benevolent, etc.) Maintain records for any internal or external loans and interest/principal repayments.
- b. Prepare annual financial statements.
- c. Maintain Human Resource functions for staff.
- d. Maintain insurance records.
- e. Retrieve payroll data from Detweiler, Hershey and execute payroll breakdown. Record church employee time sheets. Transfer funds to payroll account. Send 403b match info to Empower.
- f. Distribute/Maintain offering envelopes. Record offerings into data base and print biannual offering receipts. Maintain records for memorial giving.
- g. Prepare end of the year reports/audits.
- h. Set up new budgets at the beginning of the year and schedule recurring payments.
- i. Maintain historical financial records and archive closet.
- j. Track college grant and MEP eligibility, distribute annual MEP Covenants to church members and send payment to schools.
- k. Order office/audio supplies for church.
- l. Maintain church master key file.
- m. MMA advocate – send in quarterly reports. Apply for grant funds as needed.

8. *Team participation*

- a. Participate as staff contact to trustees, child protection and garden outreach ministry teams.
- b. Attend and participate in weekly tactical meetings.
- c. Attend and participate in strategic meetings as scheduled.
- d. Attend monthly board meetings.

Updated: 5/30/24 by Brad Alderfer