

Church Administrator Job Description

United Church of Christ, Congregational

Vermillion South Dakota

April 2024

The Church Administrator of the Vermillion United Church of Christ-Congregational is responsible for communications, operational, and human resource management in an inclusive, medium-sized church serving a diverse congregation. The Church Administrator reports to the Pastor and works with boards, committees, and lay leaders related to these areas of responsibility. The Church Administrator performs these responsibilities in a manner consistent with the Church's mission and with standards of professional practice, including self-motivation, collaboration, confidentiality, conflict management, and good communication.

Responsibilities:

- As the communications director:
 - o Be the face/voice/words/heart of the overall church and staff: presence, phone, e-mail, etc. Completes requests by greeting members and friends, in person or on the telephone; answering or referring inquiries.
 - o Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics – including regular correspondence, weekly bulletins and newsletters and annual reports.
 - o Keep membership records up to date using Realm online database and for Annual Reporting. Prepares reports and updates by collecting information.
 - o Organizes work by reading and routing correspondence; collecting information; initiating telecommunications – including webpage/facebook/twitter
 - o Maintains church schedule by maintaining calendars; arranging meetings, conferences, and travel – including reminders and updates.
 - o Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. Keeps equipment operational by following manufacturer instructions and established procedures. Secures information by completing database backups.
 - o Maintains confidence and protects operations by keeping information confidential.

- As the chief operating officer, the Church Administrator:
 - o recruits and coordinates volunteers for Church programs and activities (e.g., worship (acolytes, readers, ushers), LAF, Coffee Hi, funerals)
 - o oversees building maintenance and repairs and recycling
 - o tracks and orders custodial and office supplies
 - o develops and maintains the Church's communication and information systems
 - o maintains the Church calendar and schedules
 - o serves as the contact for individuals and entities using Church facilities
 - o acts as the liaison with public agencies (e.g., city government, police, fire depts.)
 - o serves as the emergency coordinator
 - o ensures compliance with Church policies and procedures.

- As chief human resources officer, the Church Administrator:
 - o supervises clerical and custodial staff and non-pastoral interns,
 - o develops and maintains staff job descriptions and work instructions,
 - o recommends appropriate professional development training for staff,
 - o develops and enforces reasonable and consistent personnel policies,
 - o oversees staff safety procedures and training,
 - o maintains accurate and timely payroll processing, and
 - o assures compliance with state and federal regulations, including maintenance of accurate personnel records.

Skills and qualifications:

- Knowledge of and experience with building maintenance procedures
- Background in communication and information systems coordination
- Knowledge of human resources policies and procedures, preferably including some supervisory experience
- Understanding of the organizational structure and operation of membership/volunteer organizations, preferably including familiarity with church culture and terminology
- Capacity to work well with volunteer lay leaders, a diverse church membership, and people from the wider community of Vermillion and South Dakota
- Strong written and verbal communication
- Ability to multi-task and prioritize duties
- Desire to serve others individually and through the work of the Church
- Outgoing, friendly personality with a sense of mission and a sense of humor

Salary and schedule:

- 30 hours per week on a regular but flexible schedule
- \$30-35,000 depending on experience