

## **Church Administrator**

### [Emmanuel United Methodist Church](#)

10755 Scaggsville Road, Laurel, MD 20723

\$30,000-\$35,000 - Part-time

### **Benefits**

- Paid training
- Paid time off
- Paid holidays

### **Full job description**

Emmanuel United Methodist Church in Laurel, Howard County, Maryland is seeking a qualified individual to fill a position as Church Office Administrator. The Church Office Administrator works in the office of the Church, under the guidance of the Senior Pastor.

The successful candidate's responsibilities include:

- Coordinate and report all requests for the maintenance and upkeep of church facilities to the Trustees and Lead Pastor. Supports trustees when necessary with vendors, contractors, and service providers.
- Liaison to EUMC members and church partners, renters to grant access to church facilities and oversee use of the facilities, in coordination with Trustees and the Lead Pastor.
- Oversee and ensure completion of the Baltimore Washington Conference (BWC) forms (Church Conference, Stats, etc.) and supporting activities and documentation.
- Assisting with the coordination of the use of the basement apartment for those transitioning into permanent housing.
- Maintain the church calendar with church events, facilities use and rentals, and preschool events when church space is used.
- Maintains the EUMC staff calendar for staff vacations.
- Administer office operations, including managing regular and special correspondence, scheduling appointments, and maintaining office supplies.
- Participate in all staff meetings including preparing the agendas in coordination with the Lead Pastor, distributing the agendas, note taking at the meetings and distributing the meeting notes to attendees.
- Document key procedures and practices under the church administrator's responsibilities as requested by the Lead Pastor.
- Ensuring that bills/invoices are scanned, saved to the EUMC OneDrive, and sent to the EUMC Treasurer for payment.
- Mail paper statements in collaboration with the Finance Secretary.
- Work closely with the EUMC Treasurer to ensure bills are paid and questions/concerns are addressed in a timely manner.
- Through collaboration with church leadership, including the Lead Pastor and church committee leaders, support church programs and events that promote community involvement and growth by scheduling and coordinating logistics, reservations, and communication with program/event volunteers and participants.

- **Maintain:**
  - the Planning Center - EUMC's worship service planning platform
  - records of church service event information including event details, volunteer information, and outreach to volunteers.
  - the Servant Keeper database to record and update: attendees' names and contact information, transfers, membership status, moves, deaths, withdrawals, baptisms, and confirmations.
- Support EUMC staff with printing, laminating, proof-reading, creating documents as needed, and other duties as requested by the lead pastor as needed.

***Other duties as assigned.***

- Part-time - 12 month position
- Monday to Friday
- 9:00am-2:30pm
- Paid holidays
- Paid time off
- Training reimbursement
- Background check required
- Start Date - immediate

**Minimum Qualifications**

- Associates degree or higher with 2 years of office management experience, or:
- High School Diploma with 5 years of office management experience.

Job Type: Part-time

Pay: \$30,000-\$35,000

Expected hours: 25 per week

Experience:

- Office Administration/Management
- Experience managing and/or troubleshooting a Domain, Wifi, Printers, Computers, Phones, Church coordination platforms like Planning Center, Social Media, Microsoft 365, Excel, etc:

Ability to Commute:

- Laurel, MD (Required)

Work Location: In person at Church office.