

**POSITION DESCRIPTION**  
**COURTHOUSE COMMUNITY UNITED METHODIST CHURCH**  
**CHURCH ADMINISTRATOR**

Reports To: Lead Pastor  
Effective: 11/01/2019  
Directly Supervises: None  
Status: Regular Part Time  
Beginning at 20 hours/ week  
Goal to move to 30 hour/week  
FLSA: Non -Exempt  
Requirements: Excel in Microsoft Office Suite, Google Docs, and Zoom.  
Ability to communicate effectively written and spoken with a wide range of people.

**JOB SUMMARY**

The Church Administrator serves as the central point of contact for those inside and outside the church. They resource church leaders and provide administrative support for the office and ministry teams of the church. Communication and management of communication, people skills, and the ability to equip and develop volunteers are essential.

**REPORTING RELATIONSHIP**

Reports to the Lead Pastor and functions as member of the CCUMC staff team, assuming responsibility for his or her own assignments while supporting other staff. The Church Administrator is subject to annual performance evaluation by the Lead Pastor accompanied by a member of the Leadership Board of CCUMC.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

- Serve as main point of contact for the church and provide accurate communication for within the church and outside the church.
- Recruit and develop volunteers for the church office.
- Manage and maintain church databases.
- Administrative support for Pastor, Business Manager, and ministry leaders.

**Weekly/Biweekly**

- First line of Contact for walk-in, phone, church voicemail, email
- Equipping and Managing office volunteers including but not limited to the following volunteer positions:
  - Front Desk Volunteers- welcoming visitors/ answering the phone
  - EVC (VA Conference Equipping Vital Congregations database)
  - Breeze (Church Database)
  - Copying/Cutting paper

- Resource Ministry Teams with information, communication and effective means to maintain data through Google Docs
- Maintain Pastor's Calendar- gatekeeper for Pastor's Schedule
- Church Communication
  - Facilitate written correspondence for pastor (Thank you letters, birthday, anniversary, etc. to congregation)
  - Church Bulletin (if this returns after COVID)

### **Monthly**

- Membership Secretary Duties
  - Maintain membership book, VA Conference EVC (Equipping Vital Congregations), and church Breeze Database
  - Add/edit new members (Transfers, Deaths, New Members)
  - Baptism/ New Member Certificates
  - Correspondence of Transfer letters
- Leadership Board Secretary Duties
  - Attends Leadership Board Meeting and Serves as the No Voice/No Vote Recording Secretary for the Leadership Board
  - Prepares Leadership Board packed of information via Google Docs
  - Records and Publishes Minutes of the Leadership Board
- Ensure and Facilitate Accurate and Consistent Communication from Church to congregation and community
  - Work with Church webmaster to ensure website up to date.
  - Work with E-Circuit Rider volunteer to ensure weekly emails are planned out each month to correspond with upcoming events.
- Facilitate setting up of Zoom Meetings for staff and leadership board

### **Quarterly**

Correspondence with Media

- Creating News Releases, articles with local media
- Cultivate ongoing relationship with Media to spread good news.

Assist Business Manager in Sending Quarterly Giving Statements

### **Annually**

- Responsible for Charge Conference Documents
  - Serves as the Charge Conference Secretary
- Coordinates the Stewardship Mailing

### **As Needed**

- Process background checks for new employees and volunteers.
- Assist Business Manager in maintaining files.
- Back up for Business Manager
  - Vouchering Bills
  - Vendor Contact

- Back up for Calendar Coordinator

### **MINIMUM QUALIFICATIONS**

Associates Degree or High School Diploma with equivalent Experience. Knowledge and proficiency required in Microsoft Office Suite, Google Docs, and Zoom. Knowledge and proficiency desired for Canva, MailChimp, and Social Media. Ability to offer hospitality and exercise discretion in dealing with the public, ability to handle confidential information

### **PHYSICAL REQUIREMENTS**

Ability to operate a computer and move easily around the office.

### **CORE COMPETENCIES**

**Organizing:** Can gather and organize resources to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently. Able to prioritize and see the big picture and be a good steward of time for the church.

**Planning:** Accurately assesses the length and difficulty of a project; sets objectives and goals; anticipates and adjusts for problems. Independent problem solver.

**Managing vision and purpose:** Articulates and supports the vision of Courthouse Community UMC; speaks to a larger sense of purpose; communicates the vision of possibility, hope and optimism; helps others to own the vision

**Managing conflict:** Deals with problems quickly and directly; focuses when listening; settles disputes collaboratively and equitably; finds common ground and gets cooperation.

**Interpersonal relationships:** Relates well to all kinds of people, inside and outside of the congregation; builds appropriate, effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.

**Trust and integrity:** Is widely trusted; seen as assertive, direct, and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values; acts in line with those values during good and bad times