

## **Church Office Administrator**

**Date:** Updated April 2025

**Reports To:** Lead Pastor

**Schedule:** Full-Time (37 hours)

### **Job Purpose:**

The Church Administrator provides administrative support to the ministries and operations of the church and its mission.

### **Responsibilities and Accountabilities:**

#### ***Support Church Communications***

- Manage church calendar and events for both church and community requests.
- Schedule facility usage utilizing current policies.
- Produce weekly and periodic worship bulletins.
- Produce bulletins for funeral and memorial services.
- Coordinate Transportation use of the buses and vans with the Transportation Coordinator.

#### ***Serve as Membership Administrator***

- Serve as the church's Membership Administrator utilizing established UMC and congregational procedures and software.
- Manage the Realm database.
- Enter Equipping Vital Congregations data to maintain reports to the Virginia Conference.
- Produce periodic reports to inform the pastors and staff of current numbers, trends, and changes in participation patterns.

#### ***General Support***

- Data entry and retrieval of various reports as needed.
- Prepare Charge Conference forms and support material.
- Ensure accuracy of published material before disseminating information.
- Provide coverage for the phone in the office.
- Welcome and assist people as they enter the office.
- Work with a team of office volunteers. (Data entry, stuffing bulletins, collating newsletters, etc.).
- Assist other staff members and church members with administrative needs.
- Keep a spreadsheet of Stewardship Outcomes (Estimates of Giving).

### **Minimum Qualifications:**

#### ***1. Education***

- Will have a high school diploma.

#### ***Experience***

- Will have a minimum of two years' experience with demonstrated ability as an administrator or administrative assistant.

### ***Other Minimum Qualifications***

- Proficient in Microsoft Office Suite and Google Docs. Knowledge of Realm a plus.
- Strong attention to details as well as strong organizational and analytical skills.
- Ability to reason, make decisions, and demonstrate initiative in completing assigned tasks.
- Ability to communicate and work well with others and maintain strict confidentiality.

**Hours:** Full time is 37 hours per week and requires presence in the office, Monday through Thursday, 8:30-5pm and Fridays 8:00-1pm.

**Note:** This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the on-going needs of the church.