

Announcement for the Position of Church Administrator

Church description: First Presbyterian Church (FPC), established in 1871, is a congregation of the Presbyterian Church USA. It is “downtown by history and by choice” and is known for its active social ministry/programs. The campus currently includes a 100+ year-old sanctuary, a fellowship hall, a kitchen, meeting rooms, staff offices, a residential apartment, a playground and an on-site parking lot. On weekdays, an attached Christian education building houses the First Presbyterian Day School. The congregation of some 550 active members is led by three full-time and several part-time clergy.

FPC welcomes all who worship here. We honor and celebrate the human diversity and unity that God gives us in Christ. We welcome individuals of every age, race, nationality, gender, ability, sexual orientation, and economic circumstance to participate fully in the life of the church.

FPC's ministries and programs are currently supported by three administrative positions, configured as a full-time position handling general day-to-day operations and communications; a part-time position handling finance and facilities; and a part-time administrative assistant. A Sexton cares for facility and grounds on weekdays and another individual performs such tasks 1/2 days on Sundays. Motivated by impending retirements, FPC is moving toward a new administrative configuration better adapted to its evolving needs. The new Church Administrator is the first position shaped within this prospective configuration. This person will initially step into the areas of day-to-day operations and communications, will supervise the administrative assistant, and will work with our business administrator but will eventually transition to the full responsibility as described below.

Position description: The Church Administrator, reporting to the Head of Staff, is the lead for all of FPC's administrative operations, thus underpinning FPC's ministries and programs. In the several areas of administrative operation (outlined below), the Church Administrator will meet the position's responsibilities, either by their own efforts AND/OR supervising the efforts of others.

Position responsibilities:

1. Set a tone of commitment to the church's mission and programs.
2. Ensure priorities are set, in coordination with the Head of Staff and in line with FPC policies and procedures, and then met for all areas of administrative operations.
3. Manage other administrative staff and sextons. Ensure work plans and reviews, with the work plans reflecting delegation and coordination as appropriate.
4. Serve as a hub of communication and coordination, including for volunteers and community partners.
5. Think forward, e.g., for training and cross training, with special concern for shaping the FPC administrative configuration.

Areas of administrative operations:

1. Day-to-day operations, including
 - a. Emails, phone messages, and visits, providing responses or referrals
 - b. Support for ministry and program efforts, including participation in committee meetings and handling administrative tasks for clergy, officers, and committees
 - c. Equipment and supplies, assuring availability
 - d. Continuity of operations, providing coverage for absences of other (part-time) administrative staff
 - e. Documents and files, including membership directory, member database & Automated Church Systems (ACS), Legacy Society list, and policy documents

- f. Oversee and control building access: issue keys, entry codes
 - g. Schedule and manage the use of church buildings and grounds by church and non-church groups.
 - h. Ensure that proper computer backup is routinely maintained.
 - i. Coordinating with the Facilities Associate, supervise the work of the sexton and/or contracted janitorial service, ensuring needed work is done efficiently and effectively.
 - j. In consultation with the Property Committee, establish schedules and procedures for the sexton and/or janitorial service
2. Communications, including
- a. Regular weekly and bi-weekly communication (e.g., Worship Bulletin, Newsletter, Email reminders, Website)
 - b. Special request (e.g., events, celebrations of life, activities)
 - c. Annual report
3. Facilities, including
- a. Maintenance and repair of buildings, grounds, and equipment, including calling proper repair workers, arranging maintenance of major equipment (including computers), negotiating and maintaining leases and maintenance contracts, and maintaining inventories of church property, utility schematics, and operating manuals
 - b. Energy management and climate control
 - c. Purchasing agent
 - d. Church buildings and grounds use, including scheduling use, overseeing access, serving as contact for security and alarms
4. Finance, including
- a. Church cash flow, including assistance with the annual FPC budget and preparation for annual audit
 - b. Pledge and contribution records
 - c. Employee pay, benefits, etc., including preparing bi-weekly payroll and maintaining personnel files
 - d. Risk management, including maintaining property and liability insurance and assuring compliance with Federal, state, and local laws and ordinances

Required Education, Experience, and Attributes:

- BS/ BA college degree or equivalent
- Administrative and/or supervisory experience
- Excellent communication skills, both written and oral
- Computer proficiency, including use of Microsoft Word, Excel, Google workspace
- Ability to prioritize and set boundaries
- Team player, responsive, and flexible
- Demonstrates initiative

Preferred Experience:

- 3-5 years of general administrative, communications, finance, and/or facility experience in church(es) of similar size or non-profit(s)
- Experience with Automated Church Systems (ACS)

Salary: \$45,000-63,000, depending on skills and experience

Benefits will be aligned with the Presbytery requirements (health insurance, leave, retirement contribution, etc.)

Work details and location: This is an “Exempt”, Monday-Friday 40-hour per week position at FPC with hours in accord with established office hours (currently 9am-5pm).