

Announcement for the Position of Church Administrator

Church description: First Presbyterian Church (FPC), Durham, North Carolina, is a congregation of the Presbyterian Church USA. Established in 1871, it is “downtown by history and by choice” and is known for its active social ministry and programs. The campus includes a 100+ year-old sanctuary, a church house (fellowship hall, meeting rooms, church offices), and a Christian education building; on weekdays it houses the First Presbyterian Day School. The congregation of some 550 active members is led by three full-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 (plus full- and part-time sextons), 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 assistant. Motivated by impending retirements, FPC is moving toward an operations area/position configuration better adapted to its evolving needs. The position being announced is the first position shaped within this prospective configuration. As the Church Administrator comes on board, they will step into the areas of general day-to-day operations and communications and will supervise the assistant, in time transitioning 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 operations, outlined below, the Church Administrator will meet the position's responsibilities either by their own efforts or by 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 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 administrative configuration.

Areas of administrative operations:

1. General day-to-day operations, including
 - a. Emails, phone messages, and visits, providing responses or referrals
 - b. Varied 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 and Automated Church Systems (ACS), Legacy Society list, and policy documents

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 appropriate 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, and 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
- 3+ years of experience, either general administrative experience or supervisory experience
- Excellent communication skills, both written and oral
- Computer proficiency, including use of Microsoft Word, Excel, and Google workspace
- Ability to prioritize and set boundaries
- Team player, responsive, and flexible
- Demonstrates initiative

Preferred Experience:

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

Salary: \$45,000-65,000, depending on skills and experience

Benefits aligned with the Presbytery requirements (including health insurance, leave, and retirement contribution)

Work Setting: This is a Monday-Friday, 40-hour-per-week position on-site at FPC with hours in accord with established office hours (currently 9am-5pm).

Starting date: January 2, 2025