

# COVENANT CHURCH UNITED METHODIST

## POSITION DESCRIPTION

<b>POSITION TITLE:</b> Church Administrator	<b>REPORTS TO:</b> Director of Creative & Connectional Ministry
<b>HOURS:</b> Mon-Fri, 9:00-5:00	<b>SALARY:</b> \$35,000-\$40,000
<b>COMPLETED BY:</b> SPRC (input from Darren Alexander, Beverly Burton and Ellen Copley-Florian)	<b>DATE COMPLETED:</b> May 17, 2021
<b>APPROVED BY:</b> SPRC - Meg Sheehan	<b>DATE APPROVED:</b> June 21, 2021

### **SUMMARY OF RESPONSIBILITIES:**

The Church Administrator contributes to attainment of the Church's mission by maintaining vital Church records, facilitating communications between Church staff members, members of the congregation and the public, assisting with daily operations of the facility and use of Church equipment and providing general administrative support.

### **LIST OF ALL MAJOR POSITION DUTIES:**

- 1) Participate in the development of the mission of Covenant Church United Methodist; develop, implement and manage strategies for the office area that contribute to attainment of the Church's mission.
- 2) Serve as Church secretary (answer phone calls and emails that are sent to the church office, manage master calendar, manage facility use through calendaring).
- 3) Maintain workroom, order stock, organize supplies and maintain office equipment (copiers, fax machine, etc.).
- 4) Work with Director of Creative and Connectional Ministries to manage Church files on ministries, teams, activities and events.
- 5) Develop, recommend and manage approved budgets for the office (ex. materials, supplies).
- 6) Prepare and maintain vital church records required by The Book of Discipline of the United Methodist Church for baptisms, professed memberships, constituents, etc. and annually audit records.
- 7) Produce all weekly print materials such as bulletins for worship services, newsletters, calendar, funerals, weddings, advertisement flyers (ex. Red Cross Blood Drives), evangelism and special events.
- 8) Prepare information for small and bulk mailings.
- 9) Record weekly Church attendance for members and visitors, maintain accurate ACS data base, maintain and restock attendance pads, compile weekly list of visitors and prepare packets for first time visitors.
- 10) Work with the Business Office to track contributions and quarterly letters to the church members.
- 11) Ensure that Facility Use/Fundraiser Forms are submitted and maintained after approval.
- 12) Assist with counting Church funds; maintain the office petty cash box.
- 13) Acknowledge memorials, honorariums and special gifts/donations.
- 14) Assist with Church activities - ex. Pictorial Directory, Stork Club, Spring and Fall Consignment Sale, Angel Tree, Samaritan's Purse, Operation Christmas Child, Vacation Bible School, Fall Festival, Nut Sale, Holiday Market, Boy Scouts, Girl Scouts and Cub Scouts as requested.
- 15) Produce some digital materials (possible website work, social media, etc.) .

- 16) Manage volunteer receptionists.
- 17) Work with the Worship Team to support the coordination of volunteer greeters and ushers for Sunday mornings.
- 18) Work with the program staff to communicate effectively with the congregation.
- 19) Work with the program staff to prepare the physical worship space for Sunday morning.
- 20) Perform other duties as assigned.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Associates Degree or beyond preferred but not required
- Core Competencies:
  - Teamwork - Demonstrates the ability to work with others toward a shared goal, participating actively, contributing to the capacity of the team.
  - Accountability & Responsibility - Accepts ownership for one's own conduct, decisions, actions and failures; follows-through on commitments; implements agreed upon decisions; acknowledges and learns from mistakes.
  - Ethics / Morality - Behaves in a honest and professional manner by cultivating personal integrity; adheres to rules and procedures.
  - Communication (written/oral) - Ensures that key and critical information is effectively shared and delivered in a manner that fulfills the needs of different audiences.
  - Conflict Management - Models tact, empathic listening and staying focused on desired outcomes while participating in difficult conversations.

#### **PHYSICAL/MENTAL REQUIREMENTS:**

- Physical Requirements - Strong manual dexterity, good eye-hand coordination, good vision, ability to speak, hear, operate office equipment, good verbal and written communication skills, ability to lift up to thirty pounds, ability to climb stairs, ability to stand, ability to sit for long periods and ability to work long hours and/or a flexible work schedule.
- Mental Requirements - Ability to work, communicate, and thrive in a Christian environment; ability to handle moderate stress, good analytical ability and organization skills, conscientiousness, ability to maintain confidentiality, honesty, ability to maintain consistent disposition, self-starter and ability to work independently.