

The First United Methodist Church of Wamego

Position Description: Church Administrator (2017)

Evaluation: Staff-Pastor-Parrish Relations Committee (SPPRC) / Pastor (conducted annually)

Supervision: Pastor

Requests/concerns: SPPRC / Pastor

Hiring, Interviewing: SPPRC / Pastor

Termination Procedure: SPPRC / Pastor

Primary Job Description:

The Church Administrator is responsible for a wide variety of managerial, technical, and clerical responsibilities to support the ministries and mission of the church.

Personal Qualities:

Interpersonal skills - The Church Administrator must demonstrate the following abilities: 1) works collaboratively as a member of the church staff; 2) possesses the ability to give and receive constructive feedback; 3) productively engages and resolves interpersonal conflict; 4) holds others accountable in a spirit of love and acceptance; 5) engages people positively, with a demeanor of optimism and respect.

Team building skills - Church Administrator must demonstrate the following: 1) the skill of active listening; 2) can create a trusting and supportive environment; 3) communicates vision, direction and goals of the ministries and vision of Wamego First United Methodist Church.

Qualifications and Responsibilities:

I. Communication

- Communicate with all people with respect and maintains strict confidentiality.
- Answer and respond to phone calls and email messages appropriately and timely regarding inquiries and requests.
- Sort and distribute mail each day.
- Assist with correspondence and church mailings as needed.
- Maintain and distribute schedules for Fellowship snacks, bread run, ushers and other ministries.
- Assist Communications Director by reviewing bulletin, newsletter, emails, website as needed.

II. Administration and Organization

- Primary role is to serve as an assistant to the pastor.
- Prioritize work given by pastor, other staff members, committee chairpersons, and others in the church to ensure a timely completion of projects.
- Coordinate building use: scheduling; set up; clean up; security.
- Collect payroll timesheets for staff.
- Coordinate volunteers for funeral meals.
- Maintain worship attendance records and communication with visitors.
- Maintain membership records and prepare membership reports for Charge Conference.
- Purchase curriculum, books, office supplies and equipment (major acquisitions are purchased by the Trustees).
- Coordinate with Memorial Foundation about engraved leaves and thank you letters.
- Communicate with Childcare Coordinator about childcare schedule and needs.
- Serve as Wedding Coordinator. (Paid \$125 by couple)
- Coordinate volunteers for Food Pantry.
- Manage the Council of Churches Food Pantry and Benevolent Fund referrals and serve as liaison to the Council of Churches. Food Pantry duties include: working with Harvesters for purchases and orders; stocking Food Pantry shelves with the Harvesters deliveries that are made two times per month; distribute food to clients as they come to the Food Pantry; generate and provide Food Pantry recipient reports to Harvesters.

III. Technical

- Oversee the maintenance and updates of the church database.
- Oversee maintenance and repair of all office equipment.
- Update computer skills as new equipment or software are acquired and as new applications arise.

IV. Clerical and Office

- Complete tasks necessary for the order and function of the church.
- Complete Safe Gatherings certification through the Great Plains Conference.

Personal and Holiday Leave:

A total of 10 personal/vacation and sick days will be paid each year. The first vacation days will be available after 6 months of continuous employment.

Work Hours:

Monday through Friday, 9:00am to 3:00pm. Office closed for lunch 12-1:00pm. The Church Administrator position is an hourly position and requires approximately 25 hours per week except for weeks that include a holiday. The church office is closed the following holidays: Martin Luther King, Memorial Day, Labor Day, Fourth of July, Thanksgiving and the day following Thanksgiving, Christmas Eve day, Christmas day, and New Year's day.

Travel:

Mileage reimbursement for approved personal vehicle use will be made for job-related travel.

Termination of Employment:

A two week notice is expected prior to resignation.

Accepted:

Signature: _____ Date: _____
Church Administrator

Signature: _____ Date: _____
Pastor

Signature: _____ Date: _____
Staff/Pastor/Parish/ Relations Committee Representative

Revised: _____
Date