

# First Presbyterian Church

## Church Administrator

**Purpose:** Under the oversight of the Senior Minister, the Church Administrator is responsible for supporting the mission of the church through business administration and superintendence of facilities. The Administrator is a fulltime, non-ordained member of the ministerial staff.

### **Qualifications:**

#### *Theological Commitments*

- Receive and adopt the Westminster Confession of Faith and the Larger and Shorter Catechisms of the Presbyterian Church in America.
- Approve of the form of government and discipline of the Presbyterian Church in America as expressed in the Book of Church Order.

#### *Personal Qualities*

- As a member of the ministerial staff, the Church Administrator must be a sinner saved by grace whose life evinces a deep and abiding, personal relationship with Jesus Christ.
- A good churchman who takes his membership vows seriously and is committed to attending all called worship services, unless providentially hindered.
- If married, he must manage his household well as a husband and father.
- A joy-filled servant leader seeking to bring glory to God in everything he does. He must be willing to work hard and go above and beyond the duties outlined in this job description when necessary.
- He must be detail-oriented, meticulously organized, creative, and driven.
- He must be an encourager, developer, and teacher who can work well with church members from all demographics and walks of life.

#### *Education and Experience*

- Master's Degree preferred.
- 5 years administrative experience.

### **Professional Skills:**

- Understanding of financial transactions and budgetary management.
- Understanding of human resource management.
- Good managerial and delegation skills.
- Excellent written and verbal communications.
- Excellent understanding of the technical aspects of church infrastructure in order to effectively manage all aspects of the church (web, facilities, equipment).
- Excellent vendor/contractor management.

### **Professional Responsibilities:**

#### A. Communications Director

- Works with the Senior Minister, staff, Diaconate, and Session to ensure that ministry initiatives are executed properly through programming, strategic planning, social media and community outreach.
- Enhances visibility of First Presbyterian Church in the community by working closely with other professional, civic and private organizations.
- Oversee the development and maintenance of the church's website.
- With the Senior Minister, plans and executes the Fall Bible Conference.
- With the Senior Minister, plans and executes the annual officers retreat.

- Oversees content and distribution for monthly congregational communications.
- Prepares an annual congregational report of key metrics and statistics.
- Maintains and updates the pictorial directory.
- Manages all facility usage.
- Maintains the church calendar and staff schedules.

#### B. Chief Financial Officer (CFO)

- With the support of the accounting staff and Diaconate, responsible for budgetary oversight to ensure wise stewardship practices and the fiscal health of the church.
- Leads development of the annual operating budget and monthly financial and statistical statements for the staff, Diaconate, and Session.
- Processes pastoral expense reports.

#### C. Chief of Staff (Over all non-pastoral staff)

- Establishes HR standards and procedures. Identifies opportunities for improvement. Works to create a harmonious staff and resolves conflict when necessary.
- Conducts a continuing study of all HR policies, programs, and practices to keep the Senior minister informed of new developments.
- Under the oversight of the administrative committee, conducts annual staff performance evaluations.
- Oversees all staff vacation requests.
- Facilitates weekly staff meetings and fosters a culture of internal support for staff to succeed in their respective roles – with personalized mentoring as required.
- Builds and nurtures a team of dedicated, motivated employees.
- Plans and executes annual staff retreat.
- Directs the preparation and maintenance of required HR reports as are necessary to carry out the functions of local, state, and federal compliance regulations and laws.
- Executes all HR training programs and provides necessary education and materials to ministers and staff including workshops, manuals, employee handbooks, conference referrals, and standardized reports.
- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire an excellent staff.
- Reviews, guides, and approves recommendations for employment terminations.
- Establishes the church's wage and salary structure, pay policies, and oversees the variable pay systems within the church including bonuses and raises.