



# Middlesex United Methodist Church

118 N. Middlesex Rd. • Carlisle, PA 17013 • 717-249-2449 • [www.middlesexumc.com](http://www.middlesexumc.com)

*To Honor God by making more disciples of Jesus Christ for the transformation of the world.*

## Church Administrator Job Description

**Time:** 24 hrs./week (Salary)

### **General Job Description:**

The Church Administrator works with the Lead Pastor to oversee the administrative needs of the church. This includes, but is not limited to, communication, membership, database management, calendaring, and supporting the work of the ministry team leaders. Must maintain confidentiality in all areas of job responsibilities. Must complete/clear Criminal Background Check and Child Abuse Clearances.

### **Major Areas of Responsibility:**

1. Making more disciples
  - a. The church administrator position supports the larger mission of the church of making disciples – transforming the world. This means that the qualified applicant must have a passion for reaching new people with the love of God in Jesus Christ.
  - b. This position supports the mission by ensuring clear internal and external communication that makes it easier for everyone to do their ministry and for those outside to connect with the church. In some cases, the church administrator is the first interaction with someone outside the church, therefore must have the openhearted attitude of a mature disciple.
  - c. It is essential that the qualified candidate have a complementary working relationship with the lead pastor.
2. Developing Volunteers
  - a. Every staff person at Middlesex UMC is expected to help members of the church find a place to serve. There are multiple areas within the ministry of the church administrator that members of the church can join in ministry. This includes, but is not limited to compiling bulletins and newsletters, basic database entry, and other areas to be developed by the church administrator.

### **Specific Skills Needed:**

- Computer: Proficiency in Microsoft Excel, Word, Publisher, and ability to learn new software as needs arise. Experience with websites and online communication is necessary.
- Highly organized.
- Able to be self-directed and work independently

Maintains designated office hours with the following responsibilities.

1. Answers and directs phone calls and welcomes visitors during office hours.
2. Oversees and administers the church database (ServantKeeper).
3. Attends and takes minutes for monthly staff meetings to ensure effective communication across the ministries of the church.
4. Prepares weekly worship bulletins, announcements and special bulletins in conjunction with the office support staff.
5. Prepares official correspondence for the pastor and the church.
6. Coordinates and maintains the church calendar and coordinates facility use.
7. Acts as Membership Secretary
  - a. Keeps Membership Records up to date according to the United Methodist Book of Discipline; maintaining records in the electronic database and paper books.
  - b. Handles all correspondence for changes in membership status between Middlesex UMC and other churches.
8. Coordinates purchasing for various ministries of the church.
9. Oversees/supports preschool communication, payments, and enrollment.
10. Ensures coordination across website, Facebook, and print communication.
11. Provides administrative and communication support for the ministry team leaders of the church as time allows.
12. Fulfills requirements for paperwork for yearly Church conference and year end reports for conference.
13. Order and distribute giving envelopes as needed.
14. This staff position reports directly to the Lead Pastor and works with volunteers involved in worship.
15. Developing an annual budget for office supplies to be submitted to Lead Pastor
16. Other duties as assigned.

**Addendum (9/10/16)**

Acts as Financial Secretary:

As Financial Secretary:

- Inputs weekly contribution data and reconciles to counter's sheets
- Creates quarterly/annual giving statements
- Responsible for financial portion of MUMC's Servant Keeper program
- Supervises counters for offering.

**Church Administrator:** \_\_\_\_\_

Date: \_\_\_\_\_

**Senior Pastor:** \_\_\_\_\_

Date: \_\_\_\_\_

**Council SPRC:** \_\_\_\_\_

Date: \_\_\_\_\_