



Middlesex United Methodist Church

118 N. Middlesex Rd. · Carlisle, PA 17013 · 717-249-2449 · www.middlesexumc.com

Alive in Christ in our community so that our community is Alive in Christ.

Office Administrator Job Description

Note: The position will begin in January 2023. To apply, email resume and cover letter to rwong@susumc.org.

Time: 24-26 hrs./week (Paid)

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 and attendance coordination, 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 for the transformation of 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, basic database entry, and other areas to be developed by the church administrator.

Specific Skills Required:

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

Specific Duties:

1. Maintains designated office hours (Monday – Thursday 9am-3pm mandatory) and responds as receptionist to phone calls and visitors who call or come to the church within those hours.
2. Oversees and administers the church database (Servant Keeper).
3. Records connection cards from Sunday worship
 - a. Distributes connection card information report to appropriate parties on Monday morning
 - b. Inputs attendance into database
 - c. Logs first, second, and third time visitors and creates record of visitors who have become regular attendees
4. Gathers vital sign information from appropriate leaders and inputs data into vital signs website.
5. Attends weekly meetings with Lead Pastor and monthly staff meetings to ensure effective communication across the ministries of the church and records the minutes of the meetings
6. Prepares, prints, and makes ready for assembly weekly worship bulletins, announcements, and special bulletins.
7. Prepares weekly email update on MailChimp and any other official correspondence for the pastor and the church as requested.
8. Coordinates and maintains the church calendar and coordinates facility use, including schedule of doors to open for various church events
9. 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.
10. Acts as Financial Secretary
 - a. Inputs weekly contribution data and reconciles to counter's sheets
 - b. Creates quarterly/annual giving statements
 - c. Responsible for financial portion of MUMC's Servant Keeper program
 - d. Works with Financial administrator to ensure consistent accounting
 - e. Attends stewardship team meetings
11. Coordinates purchasing for various ministries of the church.
12. Oversees/supports preschool communication, payments, and enrollment.
13. Ensures coordination across website and print communication, including uploading weekly bulletin onto website. In addition, this position will work with other staff to reimagine and update our website.
14. Sends weekly bulletin and sermon to MUMC homebound members without internet access.
15. Provides administrative and communication support for the ministry team leaders of the church as time allows.

16. Fulfills requirements for paperwork for yearly Church conference, year-end reports for conference, and organizing documents for Leadership Council as necessary.
17. Orders and distributes giving envelopes yearly and as needed.
18. Develops an annual budget for office supplies to be submitted to Lead Pastor and Financial Administrator.
19. Other duties as assigned.

December 2022