

First Unitarian Church of St. Louis
Job Description
Church Administrator

SUMMARY

Type of Position: Permanent, Part-Time Salaried (30 hours p/week)

Reporting To: Lead Minister

Schedule: Generally weekdays (some work from home an option) and some Sundays, with evenings as needed

Salary Range: Commensurate with experience and in alignment with Unitarian Universalist Association Guidelines

Benefits: Consistent with Personnel Policy manual including paid vacation, sick leave and retirement

Role Overview-First Unitarian Church of St. Louis, is a liberal faith community in the City's Central West End neighborhood. The Church Administrator plays a vital role in the functioning of the church community. This person serves as a leader, resource, and liaison for church members, committees, officers, and the Board of Trustees. The Administrator also represents the congregation in many interactions with vendors, renters, neighbors, and other religious communities. They regularly attend Policy Board, Executive Committee, Facilities, Personnel, and Finance Committee meetings, and attend other committees and task forces as needed. The role calls for strong communication, management, and leadership skills as well as comfort and support the liberal, welcoming values of the community.

EXAMPLES OF RESPONSIBILITIES – The Administrator has four major areas of responsibility:

- 1. Office Operations and Administration**(directly or by delegation) (approx. 5 hours per week)
 - Supervises the office volunteers and administers staff payroll, benefits, and files
 - Oversees office operations, including hours, records, equipment, supplies, membership records, and the church database.
 - Prepares and distributes the Annual Report, twice-yearly Church Directory, UUA reports, and the yearly master calendar.
 - Conducts mandatory background checks for staff.
 - Serves as a resource to members, committees, the board, and staff. Supports church social events, congregational meetings, and programs.

- 2. Facilities** (directly or by delegation) (approx. 5 hours per week)
 - Promotes, develops contracts, schedules and monitors church rentals.
 - Coordinates special events such as weddings and memorial services and oversees temporary staff for those events.

- Supervises contract custodial staff and arranges needed grounds, maintenance, repair, and insurance services.
- Serves as liaison to the Facilities Committee and attends monthly meetings.

3. Finance (directly or by delegation) (approx. 10 hours per week)

- Maintains financial records of pledges, contributions, payroll, and accounts payable.
- Processes weekly collections, special offerings, rents, deposits, and budget-authorized expenditures.
- Works with the Treasurer and Accountant to ensure compliance with financial policies and address other financial needs.
- Supports budget development by providing recommendations and historical information.
- Provides administrative support for the Canvass Committee, fundraising activities, and Finance Committee meetings.

4. Communications (approx. 10 hours per week)

- Regularly maintains and updates the website, E-news, YouTube channel, and social media accounts, plus event and meeting slides as needed.
- Prepares weekly announcement materials for worship services such as announcement slides.
- Creates e-blast announcements for events and programs.

QUALIFICATIONS

Experience: Experience in office management, administration, finance and/or communication in a church or other nonprofit setting.

Education: Associate or bachelor's degree or equivalent combination of education and experience required.

Skills/Knowledge/Abilities:

- Preferred experience with Google Docs, Mailchimp, QuickBooks, and Canva.
- Basic Excel skills.
- Self-motivated and able to work independently.
- Able to manage time and prioritize tasks.
- Comfortable and supportive of our Unitarian Universalist liberal and welcoming values.