

Administrative and Program Support

Job Summary: The Church Administrator plays a vital role in promoting the values of our liberal religious community, by acting as a leader, resource and liaison for church members, committees, officers, and the Board of Trustees. The administrator presents the face of the congregation in many of our dealings with vendors, renters, neighbors and other religious communities. The position requires strong communication, management, and leadership skills, as well as respect for and understanding of the principles on which our community is based. This is a part-time salaried position.

Reports to: Minister

Supervises: Office Assistant, contract facilities workers, sextons. Supports the work of volunteers.

Time Required: Part time (20 - 25 hours a week): salaried position. Leave and remuneration is covered by the Personnel Policy manual.

The Administrator generally works on Mondays, Wednesdays and Thursdays. Evenings and Sundays as necessary. Regularly attends: Policy Board, Church Council, Executive Committee, Facilities, Membership, and Finance Committee meetings. Attends Social Responsibility and other committees and task forces as needed.

Principal Duties and Responsibilities:

Office Administration and Personnel (either performs directly or delegates as is appropriate) (5 hours a week)

- Supervises office support staff and supports volunteers
- Administers salary and benefits, maintains personnel files
- Oversees functioning of the office, including setting hours the office is open, keeping church files (including Board and Church Council records) and general records, maintaining office equipment, purchasing supplies
- Prepares and disseminates Annual Report
- Prepares and disseminates yearly Church Directory
- Prepares and submits necessary reports to the UUA
- With other appropriate staff and volunteers creates the yearly master calendar
- Maintains membership records and church database
- Conducts needed background checks for Care and Concern (may be assumed by DRE)

Facilities (either performs directly or delegates as is appropriate)

(5 hours per week)

- Promotes facilities rentals in accord with church policies and priorities
- Coordinates special events such as weddings, memorial services, etc
- Schedules all rentals; prepares and monitors rental contracts. Maintains contact with rental groups
- Supervises contract custodial staff
- Approves and supervises temporary part-time workers for special events
- Arranges for snow and leaf removal, landscaping services (in conjunction with Facilities Committee)
- Contacts repair/maintenance and insurance representatives, as needed

- Acts as liaison to Facilities Committee and attends monthly Facilities Committee meetings

Finance (either performs directly or delegates as is appropriate)

(10 hours per week)

- Maintains pledge and contribution records
- Manages Accounts Payable
- Maintains files for financial records
- Processes weekly church collection and special offerings, makes bank deposits
- Collects rent(s) and deposits
- Approves expenditures as authorized by budget
- Keeps payroll records
- Communicates regularly with Treasurer and Accountant to assure that all financial policies are complied with
- Attends to other financial needs as necessary
- Provides input for budget, including making budget recommendations for administrative budgets and providing historical information needed for budget preparation
- Assists Canvass Committee, including providing all needed administrative support
- Assists and supports general fundraising activities and special fundraising events/activities
- Attends Finance Committee meetings

Programs/Resource/Liaison (either performs directly or delegates as is appropriate)

(5 hours per week)

- Functions as resource person for church members, committees, board, and other staff, including RE and music staff, student ministers and ministerial interns to set long range and annual goals.
- Supports all church social functions such as Hanging of the Greens (in conjunction with appropriate volunteer groups)
- Supports all church meetings such as the Annual Meeting and Mid-Winter meeting (in conjunction with the Board)
- Supports Adult Programming in the congregation such as: adult education classes, workshops, community events (in conjunction with minister(s), volunteer groups, Church Council and community groups)
- Supports worship as needed and in conjunction with minister(s) or others
- Supports work and efforts of the Membership and Social Responsibility as needed (in conjunction with minister(s) and volunteers)
- Supports healthy communication and relationships between the church and its constituencies including: neighbors, vendors, staff, committees, members