



SAINT JAMES UNITED CHURCH OF CHRIST

Church Administrator Search Background Information

St. James United Church of Christ, a theologically progressive church in the Village of Hamburg, New York, seeks a part-time Church Administrator. Responsibilities include:

- Managing the administrative, clerical, and financial responsibilities for the church
- Assisting the Treasurer in performing financial tasks
- Utilizing Microsoft and Google applications (Word, Excel, PowerPoint, Outlook, Publisher, Google Docs) to prepare documents, correspondence, reports, etc.
- Using excellent interpersonal (verbal, written, and electronic) communication skills to greet office visitors and communicate with staff and church members

St. James UCC is a medium-size church located in the Village of Hamburg in the Southtowns. The church offers a wide range of programs and service opportunities to its members and friends, as well as to the community, and is actively governed by a Church Council and various committees with strong lay leadership.

As a member congregation of the United Church of Christ, St. James UCC is representative both liturgically and theologically of mainline Protestantism. Its members come from a wide range of church backgrounds, and, for some, it is their first adult church home.

In response to resolutions of General Synods 15 and 24 of the United Church of Christ, St. James United Church of Christ has declared itself to be an "Open and Affirming" congregation of the UCC. Congregations with this designation are committed to welcoming lesbian, gay, bisexual, and transgender people into the full life and leadership of the church. In this spirit, St. James UCC is proud to be an extravagantly welcoming church that fully includes all people, regardless of age, sexual orientation, gender identity, race, ethnicity, culture, educational level, sex, nationality, marital status, physical/mental ability, social/economic status, or faith experience.

The Church Administrator will be expected to be comfortable in an LGBT-inclusive congregation that performs weddings for opposite-sex and same-sex couples, as well as life-cycle events for people of various ages, abilities, and backgrounds.

This part-time position (20 hours per week) offers a salary of \$18.00 per hour, with personal leave beginning at two weeks each year.

A full criminal background check will be required as a condition of employment.

Please send inquiries to Rev. Paul Werner at revpaul@saintjamesucc.com. Job description and additional information available on church website: www.saintjamesucc.com.