



SAINT JAMES UNITED CHURCH OF CHRIST

St. James United Church of Christ
76 Main Street • Hamburg, NY 14075

Job Title: Church Administrator

Accountability: Accountable to the Pastor and Church Council

Status/Time Requirement: Part-time (20 hours per week)

Salary and benefits:

- \$18.00 per hour.
- Personal leave will begin at two weeks each year.

Position Purpose:

Manage the administrative, clerical, and financial responsibilities for the church; assist the Treasurer in performing financial tasks; utilize Microsoft and Google applications (Word, Excel, PowerPoint, Outlook, Publisher, Google Docs) to prepare documents, worship bulletins, correspondence, reports, etc.; use excellent interpersonal (verbal, written, and electronic) communication skills to greet office visitors and communicate with staff and church members.

Qualifications:

- Must be friendly and cordial to the public and to church members.
- Excellent interpersonal (verbal, written, and electronic) communication skills.
- Must be able to maintain confidentiality.
- Must have a knowledge of financial office procedures.
- Must be able to work collaboratively with all employees and lay leaders of St. James UCC.
- Must be able to prioritize work responsibilities and multitask with proficiency in managing simultaneous projects, deadlines, and interruptions.
- Must be a skilled user of Microsoft applications (Word, Excel, PowerPoint, Outlook, Publisher), must have extensive computer experience and competence, and must be comfortable learning other systems, such as Church Windows.
- Must be proficient in the use of general office equipment.
- Must have excellent attendance and a strong sense of responsibility.

Specific Responsibilities:

- Provide a positive, warm welcome to individuals or groups who stop by the office or contact the church by phone or email. Take phone messages and distribute to appropriate recipients. Respond to emails and/or forward to the appropriate person for a response.
- Perform the weekly process of counting money, depositing money, and documenting all income in the Contributions module of Church Windows.

- Maintain membership data in the Membership module of Church Windows for the creation of mailing, email, and telephone lists. Accumulate and verify physical and email addresses and phone numbers for the church's pictorial directory.
- Obtain and record information required for membership, baptisms, weddings, and funerals.
- Receive and distribute incoming mail daily and prepare outgoing mailings as needed.
- Prepare worship bulletins weekly and documents for other services/programs as needed.
- Prepare documents for publicity (flyers, posters, etc.) as needed.
- Prepare the Annual Report by gathering reports from individuals and creating the finished document.
- Manage the use of our building and facilities by scheduling and approving facility use according to established procedures, maintaining records, collecting fees, scheduling maintenance, arranging functions, and overseeing building security/access with the oversight of the Property Committee.
- Maintain adequate office supplies to ensure efficient office operations.
- Perform other duties as assigned.

Experience/Education:

- Office experience, particularly administrative experience in a religious institution setting, is preferred.

Evaluation:

An initial performance evaluation will be held at the end of a 90-day probationary period with the employee and the Pastor. Thereafter, performance evaluations will be held annually with the employee and the Pastor.