

Lummi Island Congregational Church – United Church of Christ
Position Description for Church Administrator

Position:

The Church Administrator provides administrative and clerical support to the Pastor and the Moderator; interacts with staff, members, and public in a friendly, professional, and confidential manner; and manages building use.

Accountability:

The Church Administrator is supervised by the Pastor and accountable to the Church Council through the Personnel Committee of Pastor, Moderator, and Treasurer.

Administrative responsibilities include:

1. Communication: including answering phone calls, email, correspondence, updating the church website, and publicity.
2. Producing written materials including worship bulletins and the annual report.
3. Making copies and distributing church newsletters.
4. Maintaining office supplies.
5. Managing building use, receiving deposits and use agreements.
6. Preparing materials for Council meetings, Congregational meetings, and other meetings of the church.
7. Maintaining accurate, confidential, and organized records for the work of the church.
8. Maintaining current membership information and mailing lists in the church data base (currently PowerChurch).
9. Working with volunteers of the church, including recruiting and organizing.
10. Performing other duties as directed by the Pastor and/or the Moderator.

Terms:

This position averages 9 hours a week.

Regular office hours will be established and publicized for at least two days of the week.

Any change in regular hours, or additional hours needed to complete work shall be approved by the Pastor (or in the Pastor's absence by members of the Personnel Committee) prior to use.

Pay is \$12 to \$13 an hour.

After a ninety-day probationary period, the Church Administrator's performance is reviewed annually by the pastor.

January 2012