

**FIRST & FRANKLIN PRESBYTERIAN CHURCH**  
**Baltimore, Maryland**

**CHURCH ADMINISTRATIVE DIRECTOR**

**Position Description:**

The Church Administrative Director is to fulfill the administrative functions including managing church office, communications, and supporting staff. This person must be interested in serving as a team member of First & Franklin Presbyterian Church. The position is part-time, approximately 16 hours per week. The Church Administrative Director is under the direct supervision of the Pastor/Head of Staff and relates to the Personnel Committee, if Head of Staff is vacant the Administrative Director is under the direct supervision of the Personnel Committee.

**Qualifications:**

- Minimum of a bachelor's degree, or certification in a related field, or equivalent experience.
- 2-3 years of experience is required. It is strongly preferred that some prior work experience in a Church Administrative Director role, or an equivalent role in a church or non-profit setting, be demonstrated.
- Proficient in Microsoft Office and Icon software or similar software program.
- Understand the need for confidentiality of this position.
- Be a self-starter with excellent organizational, time management, and communication skills (verbal and written).
- Be a team player
- Knowledge of tax, insurance, payroll, and accounting procedures and practices for a non-profit organization.
- Knowledge of standard Church financial record-keeping procedures
- Knowledge of annual budget planning

**Responsibilities:**

**A. Weekly Duties**

- Provide administrative support to the Pastor & the Minister of Music & Arts/Organist.
- Effectively use Icon software to oversee and carry out clerical functions of the church office, including database input and maintenance (e.g., updating member directory information, mailing list(s), and other administrative functions.
- Monitor the church voicemail and email inboxes for all incoming correspondence and respond or route as necessary, tracking all correspondence.
- Scheduling of church building and facilities (including PeerSpace) for use by church and community groups in coordination with the church calendar. Have a working knowledge of church rental/usage policies and procedures.
- Prepare meeting invitations for committees and task forces
- Maintain internal and external church calendars
- Assist with the preparation and printing of the Sunday Bulletin (including compiling prayer requests, announcements, and other relevant information) and occasional concert programs.

- Produce a weekly email using Constant Contact or similar software
- Weekly Facebook posts
- Update church website
- Ensure accurate information on the website and social media
- Other duties as assigned by the Pastor/Head of Staff or Personnel Committee if Head of Staff position is vacant

#### **B. Monthly Duties**

- Maintain church office files (hard and soft copies) in an organized and neat fashion, including periodic removal of outdated or obsolete files, and ensuring private information is appropriately safeguarded.
- Track and order all office supplies.
- Maintain working order of and oversee repair of church office equipment, including copier and computers.
- Send appropriate acknowledgments for gifts.

#### **C. Quarterly Duties**

- Schedule Sunday Morning AV Techs
- Arrange for AV Techs for occasional special worship services, concerts, and other programs.
- Prepare and send individual member contribution statements.

#### **D. Yearly Duties**

- Assist with the preparation and printing of the Annual Report.
- Assist with preparing church financial records for audit.
- Record pledge information and provide updates during stewardship drives.

#### **Relationships:**

- The Church Administrative Director reports to the Pastor/Head of Staff unless position is vacant in which case reports to Personnel Committee.
- The Church Administrative Director shall have direct access to the Personnel Committee for concerns or grievances, after discussing the matter with the Pastor.
- The Church Administrative Director will abide by all First & Franklin Policies and Procedures and the provisions of the Book of Order of the Presbyterian Church (USA).

#### **Evaluation and Compensation**

- An annual performance evaluation shall be conducted in accordance with personnel policies and procedures, and compensation is reviewed annually.
- The position is for an average of 16 hours per week. Salary will be \$25.00 per hour (\$400/week). This part-time position includes no benefits.
- The position will be in-person (4 days a week) with potential for a future hybrid schedule
- Additional opportunities for compensation (i.e. serving as onsite Wedding or Event Coordinator) may be available

- The Church Administrative Director is an at-will position. Employment may be terminated with or without cause with thirty (30) days' written notice by either First & Franklin Presbyterian Church or the Church Administrative Director.

Please submit resume and cover letter to [information@firstfranklin.org](mailto:information@firstfranklin.org)