

Church Administrator

Faith Presbyterian Church - Baltimore, MD

Position Description

Job summary: The Church Administrator is responsible for managing the day-to-day operations of the church office and facilities, supporting the pastor, and coordinating communications at Faith Presbyterian Church. The ideal candidate is a motivated and highly organized individual who is aligned with the church's mission and values, with strong administration and communications skills.

Key responsibilities:

Office Management

- Manage daily office operations
- Manage the operation of the church wi-fi, telephones, and all other office equipment
- Manage payroll and related HR duties, reporting hours to payroll service
- Maintain church membership database as directed by the clerk of session and Pastor
- Maintain organized and up-to-date records (electronic and paper, as appropriate) for church business

Communications

- Serve as first point of contact for church members, visitors, tenants, and vendors via phone, email, and in-person inquiries.
- Produce the Sunday bulletins and powerpoint, special bulletins, weekly email newsletters, and other publications
- Regularly maintain and update church website and social media presence
- Identify opportunities to strengthen the Church's web presence
- Publicize and promote church programs and events.
- Maintain and update Faith's electronic sign and seasonal banners

Building Administration

- Maintain the church calendar of events and other activities occurring on church property
- Oversee facility use: handle reservations and rental contracts by outside groups
- Issue and recover keys and equipment
- Update leases annually, or as needed, with support from Finance and Plant and Property committees
- Maintain adequate office and custodial supplies
- Coordinate with vendors and contractors for custodial service, maintenance, landscaping, and technical services. Arrange for regular inspections of elevator, boiler, fire extinguishers, range hoods, etc.
- Identify needed repairs and services through periodic survey of the building and

grounds, and report them promptly to the Plant and Property Committee, ensuring a running prioritized list is guiding repair decisions

- Arrange for emergency repairs, as required
- Serve as on-site liaison with tenants, responding promptly to building concerns and arranging seasonal transitions as needed (portable A/C installation/removal, etc)

Financial Duties – Icon Database and Financial Management system

- Pay bills, in accordance with policy
- Compile monthly income/expense records to share with bookkeeper through online filing system
- Assist Finance Committee with the preparation of the annual budget

Volunteer Management – Schedule and organize church volunteers to:

- Assist with administrative tasks
- Arrange for coverage of office during your absence

Required Qualifications

- Experience and education: At least 2-5 years administrative or management experience, preferably in a nonprofit or church context. Bachelor's degree preferred.
- Technical skills: Highly proficient in Microsoft Office; familiar with Publisher, Canva or similar design tools; database management; experience with social media curation and WordPress, or willingness to learn.

Physical Requirements

- Able to walk at least two flights of stairs and two city blocks
- Occasional light lifting and carrying (less than 20lbs)
- Able to periodically shift between sitting and standing as needed
- Fine motor skills and vision acuity sufficient to perform tasks on computer and keyboard

Interpersonal Skills

- Exceptional organizational skills, ability to multi-task, and attention to detail.
- Strong verbal and written communication skills
- Ability to exercise tact and discretion, especially when handling sensitive and confidential information.
- Warm, enthusiastic, and welcoming demeanor; enjoys working with volunteers.

Reporting structure

- The Administrator reports to the pastor and is responsible to the session. Annual reviews will be completed by the Human Resources Committee.

Compensation and benefits

- This job is part-time, 25 hours a week, in person, \$21-23/hour depending on experience.

- Faith Presbyterian is an equal-opportunity employer.