



Mt. Hebron Presbyterian Church

Church Administrator Job Description

Encourages an atmosphere of cooperation and support that promotes good communication and contributes to the successful operation of all church related activities.

FUNCTION: To accomplish Key Job Elements as described below under direct supervision of the Pastor.

TERMS OF EMPLOYMENT: 20 hours per week, 52 weeks per year.
 Work week : 9:30 A.M. – 1:30 p.m.
 Monday through Friday or as arranged with the Pastor.

QUALIFICATIONS: High school graduate minimum, two years' college preferred.
 Effective written & oral communication skills.
 Excellent organizational skills, prioritizing and problem solving.
 Highly proficient with: Microsoft Office and Publisher all of their components as well as computer platforms and interfaces as in Internet Explorer, Edge, Google Drive, and simple website management.

KEY ELEMENTS	JOB PERFORMANCE STANDARDS
1. Personal Accountability	<ul style="list-style-type: none"> • Accepts personal responsibility for a • Confidentiality of information maintained. • Maintains good attendance - absences/vacations pre-arranged (except emergencies).
2. Works well Others	<ul style="list-style-type: none"> • Works with Pastor, Organist, Clerk of Session, Elders of the Church, Nursery School Personnel, Hebron House Facilities Manager in cooperative and supportive manner. • Checks, distributes and handles Voicemail messages on a daily basis. • Greets and manages phone calls and visitors courteously and professionally; appropriate referrals of emails and phone messages handled courteously and efficiently as required. • Exhibits professional & positive attitude and behavior. Self-monitors all interactions with the public. • Plan and schedule assistance for vacation to cover essential duties.



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3. Organize and Plan	<ul style="list-style-type: none">• Establishes realistic goals; meets deadlines; assign accurate priorities to tasks. Meets regularly with Pastor to facilitate implementation of plans and review schedules.• Evaluates and plans ways for the office to function more efficiently, discusses methods for approval and then institutes new methods.
4. Mail, Correspondence, Handling of Bills	<ul style="list-style-type: none">• Pick up mail daily, sort and distribute upon receipt. Date and initial all incoming mail.• Copy/scan and distribute incoming invoices and statements promptly to allow timely approval and payment.• Disburses checks within 24 hrs. of receipt from Treasurer/bookkeeper.• Record on tracking sheet, all incoming checks on a daily basis.• Receives bills, uses Quickbooks to enter and pay bills, and to write checks.• Completes online payments as required.• Checks received forwarded to the teller on a weekly basis.• Answers routine correspondence.• Issues reminders for meetings, worship assistant, ushers, worship tech, communion team, acolytes, greeters, coffee hour providers.• Prepares and mails welcome notes to visitors Monday following worship.• Prepares Certificates of Baptism and Transfers promptly.• Prepares and mails Thank You Notes promptly.• Mails congregation items such as Bulletins and Newsletters to members unable to attend in person.
5. Weekly Bulletin & Monthly Newsletter	<ul style="list-style-type: none">• Collect, type, copy, collate and distribute weekly bulletin and monthly newsletter in a timely manner.• Print weekly bulletins and put them into worship box.• Prepare and send weekly Saturday email with Bulletin, reminders, prayers/Joys, Zoom link and assignments for Worship.• Send weekly early release Bulletin to Music Director, Worship Assistance, Ushers, Tech, Sunday



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	<p>School Teacher, Fellowship café, Communion assistant (monthly).</p> <ul style="list-style-type: none"> • Sends reminders to team leaders for newsletter submittals. Newsletter ready for distribution by last week of month. Distribute via hardcopy, email and mail as it applies to members and staff.
6. Documents completed	<ul style="list-style-type: none"> • Prepares weekly bulletin and monthly newsletter in PC; graphics added as required. • Prepares all outgoing correspondence as required and/or requested by pastor, session member, committee chairman, or deacons in a timely and accurate fashion. • Maintains up to date congregational directory and publishes updated version periodically. • Compiles and distributes Annual Report. • Creates and/or maintains user manuals for renters of Hebron House, Fellowship Hall and Sanctuary.
7. Support Services	<ul style="list-style-type: none"> • Answers questions and shows Fellowship Hall to visitors when requested. • Opens Hebron House for vendors and contracted clients during work hours as necessary. • Ensures all messages are received by the intended party. • Any concerns received from staff or church members regarding maintenance of church property referred promptly to the appropriate person. Track requests on the Buildings & Grounds table. • Schedule maintenance on Sanctuary care items such as piano tuning and organ. • Maintains office operation while Pastor is unavailable.
8. Records, Schedules, Maintains	<ul style="list-style-type: none"> • Updates address list in computer quarterly (minimum) for names, addresses, phone numbers & birthdays of church members and friends. • Provide name tags for new members, lost tags or remove tags for former members. • Maintains church attendance records weekly in PC. • Maintains church <google, and chart> calendar on a current basis; request for use of Church or Hebron House/Amphitheater forward to Hebron House Facilities Manager for approval.



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	<ul style="list-style-type: none"> • Distributes quarterly schedule for all volunteers for worship. • Posts lists for volunteers to sign up for Fellowship Hour, and for service as Greeters. Send out reminders in Saturday email with Bulletin.
9. Signage	<ul style="list-style-type: none"> • Maintain and update the Narthex Bulletin Boards. • Properly display notices throughout the building. • Update outside signage on the corner of Calvin & Hebron.
10. Other Responsibilities	<ul style="list-style-type: none"> • Completes miscellaneous assignments as directed by the Pastor. • Orders supplies as needed for office, kitchen, Hebron House and worship. • Goes to the Post Office to buy postage and handle other postal needs. • Maintains office equipment in working order; calls repair service when needed. Order supplies for office equipment when needed (paper, toner, etc) • Coordinate schedules among staff, guests and congregation for building usage. • Communicate with janitorial company regarding any cleaning needs or specialty cleaning (i.e. Illness disinfection, steam cleaning pews, carpet cleaning or water leaks). • Coordinates flowers for Sunday service and makes special arrangements when needed. • Straightens up the Sanctuary on Monday mornings, collects visitors' cards. • Tracks hymn usage and registers hymns with copyright license companies. • Organize Google Drive with input from the Communications Team and Pastor. • Complete all additional holiday work (i.e. Easter & Christmas- extra bulletins, notices, flowers, etc) • Correspond with regular building renters such as Lighthouse Church, PFM, etc. • Order janitorial supplies at request of Janitorial Staff. • Keep the office tidy and organized. • Keeps "Black Notebook" maintained. Notebook is reviewed annually at the time of staff evaluation.



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<p>11. Filing Complete</p>	<ul style="list-style-type: none"> • Filing completed on a daily basis; neat, logical, easy to locate system. • Go through files periodically and recycle old documents according to usage and PCUSA retention schedule.
<p>12. Hebron House Rentals</p>	<ul style="list-style-type: none"> • Maintains an overall facility use schedule/Google Calendar, advising the appropriate parties of any potential conflicts with other property events; create contracts distribute to clients to secure signatures. Forward copies of contracts to Hebron House Coordinator. • Enters event and payment information on spreadsheet shared with Hebron House Coordinator and Bookkeeper. (ALL campus events) • Manages receipt of contracts, deposits and payments. Informs Hebron House Coordinator of status changes. • Conducts phone interviews, email conversations, and property tours with prospective clients during regular office hours, passing the information along to the Hebron House Coordinator. • Gives input into the budget and fees for Hebron House to the Finance Committee. • Manages collection and return of security deposits and payments. • Reports maintenance needs to the Buildings & Grounds Team promptly. • Serves as primary point of contact for Hebron House apartment renters. • Orders any janitorial supplies requested by Hebron House Coordinator. • Maintains a list of previous renters, including data on how they left the property after their event. Maintain a short list of renters who should not be allowed to rent again. • Fosters working relationships with local vendors (i.e. caterers, florists, photographers, and planners) • Develops and maintains relationships with the non-profit groups who use Hebron House (Boy and Girl Scouts, Single Faith, Quakers etc.) with the Hebron House Coordinator as primary contact. • Provide input to the Pastor and Hebron Coordinator regarding strategies to promote the use and rental



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	<p>of Hebron House and the Amphitheater; as applicable, engage such options as web publishing, print ads, brochure distribution, congregational assistance and business networking.</p> <ul style="list-style-type: none">• Acts as one of two points of contact for all rental clients and Vendors.
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History:

Document created: 1994

Revised March 1997

Revised November 2012 – change of job title, updates to
Hebron House, details of job requirements

Revised December 2012 – update to workweek hours

Revised August 2021 to include Hebron House role

Revised January 2022

Revised February 2022

Revised March 2022

Revised October 2022