

Family of Christ Position Description

Support Staff

Church Administrator

This position provides administrative support to the staff, manages accounts receivable, serves as front office receptionist, and manages building operations, calendar, and schedule. It is viewed as the hub of administrative management in an always-changing and very busy staff and church environment. Items marked with an asterisk are highest priority.

Administrative support

- Provide clerical assistance to pastors *
- Provide clerical assistance to program staff
- Oversee computer/network support
- Work cooperatively with FOC Accountant: *
 - Accurately posting contributions
 - Count and deposit FOC receipts (cash, checks, EFT, credit card transactions)
 - Provide quarterly donation statements to congregation members
- Prepare the congregation's Annual Report
- Provide clerical assistance to Seeds of Hope committee:
 - Assist with fund raising materials as well as mission trip assistance
- Carry out other duties as assigned:
 - Sort and distribute mail and be primary post office contact
 - Order and maintain all office supplies
 - Oversee office equipment purchase, maintenance, and service contracts
 - Serve as back-up to Media Communications Coordinator

Database Management

- Oversee and manage an up-to-date database of congregational members and participants:
 - Periodically determine gaps in information, determine how critical the information is in each individual case, and develop a method to secure that information
 - Back-up and secure all data and contribution records on a regular and frequent schedule
- Immediately post up-to-date and accurate personal & financial information when received*
- Maintain congregational lists and directories
 - Provide appropriate directories for congregation, council/program people, staff
 - Develop and maintain a variety of lists – participants, voting members, enrollments
- Record, maintain, and secure records of Official Acts – baptisms, confirmations, marriages, burials, and other pastoral acts – both electronically and in hard-copy

Front desk receptionist

- Greet & welcome visitors and church members*
- Record clear & accurate messages and route them appropriately*
- Answer or direct questions, concerns, and requests to the appropriate staff*

Scheduling and Calendar

- Manage the congregation's master calendar
- Coordinate program & activity schedules and room use

Facilities Management

- Manage the operation of the congregation's building and grounds by supervising volunteers and/or contracted support:
 - Oversee appearance and appropriate use of public areas such as narthex, reception, and sanctuary
- Oversee building care & operations budget and expenditures.

Relationships

- Report to the senior pastor/participate in staff meetings and retreats
- Oversee other paid/contracted support people & computer/network support
- Work cooperatively with other staff members, especially providing assistance to both Connections and Communications

Particulars

- 32 hours/week
- Compensated hourly, commensurate with qualifications and experience
- Benefits and paid time off following Family of Christ's current PTO policy

Qualifications

- Strong background in or aptitude for learning in the following areas:
 - PC experience and knowledge/training in MS Office Suite
 - Experience with Church Windows, Windows Movie Maker, Media Shout
 - Time management, good prioritization skills, can meet deadlines
 - Interpersonal skills with ability to work independently as well as part of a team

Competencies

- Excellent oral and written communication skills
- Accurate technical skills. High competence with appropriate software is required.
- Reliability, personal initiative, the ability to work independently, promptness, and cooperative flexibility
- Willingness to learn, to take direction. Have energy and motivation to take on projects as assigned as well as being self-motivated
- Seek opportunities to improve office efficiency and functioning
- Mission/Ministry-minded
- Able to physically move throughout the building, assisting with a variety of tasks
- Preferred experience in office environment or in customer service