



SAINT ANDREW UNITED CHURCH OF CHRIST



St. Andrew United Church of Christ
6908 Beneva Road • Sarasota, FL 34238

Job Title: Church Administrator

Accountability: Accountable to the Pastor and Moderator

Status/Time Requirement: Full-time (40 hours per week); Monday through Friday

Salary and benefits:

\$17.50 per hour. Vacation time will be two weeks each year, with an increase of a week for every five years of steady employment, not to exceed more than four weeks of paid vacation. Other benefits are negotiable.

Position Purpose:

Manage the administrative, clerical, and financial responsibilities for the church; assist the Treasurer in performing financial tasks; utilize Microsoft applications (Word, Excel, PowerPoint, Outlook, Publisher) to prepare documents, correspondence, reports, etc.; use excellent interpersonal (verbal, written, and electronic) communication skills to greet office visitors and communicate with staff and church members.

Qualifications:

- Must be friendly and cordial to the public and to church members.
- Excellent interpersonal (verbal, written, and electronic) communication skills.
- Must have a knowledge of financial office procedures.
- Must be able to work collaboratively with all members of the St. Andrew UCC employee team.
- Must be able to prioritize work responsibilities and multitask with proficiency in managing simultaneous projects, deadlines, and interruptions.
- Must be a skilled user of Microsoft applications (Word, Excel, PowerPoint, Outlook, Publisher), must have extensive computer experience and competence, and must be comfortable learning other systems, such as PowerChurch.
- Must be proficient in the use of general office equipment.
- Must have excellent attendance and a strong sense of responsibility.

Specific Responsibilities:

- Provide a positive, warm welcome to individuals or groups who stop by the office or contact the church by phone or email. Take phone messages and distribute to appropriate recipients. Respond to emails and/or forward to the appropriate person for a response.
- Assist with the weekly process of counting and depositing money and documenting all income in the Contributions module of PowerChurch. Maintain an accurate database of donors and their identification numbers.
- Maintain membership data in the Membership module of PowerChurch for the creation of mailing, email, and telephone lists. Accumulate and verify physical and email addresses and phone numbers for the church's pictorial directory.

- Obtain and record information required for membership, baptisms, weddings, and funerals.
- Receive and distribute incoming mail daily and prepare outgoing mailings as needed.
- Prepare worship bulletins and worship PowerPoints weekly and for other programs as needed.
- Prepare documents for publicity (flyers, posters, etc.) as needed.
- Prepare the Annual Report by gathering reports from individuals who submit them and then creating the finished document.
- Maintain the church calendar by working with the Sexton and Trustees to schedule building usage by church and community groups and keep an accurate list of building-use contacts.
- Maintain adequate office supplies to ensure efficient office operations.
- Manage bills and prepare checks for signature by the Treasurer. Make computer entries for bills that are paid automatically.
- Prepare payroll and maintain payroll data. Pay monthly payroll tax and prepare routine tax reports.
- Manage bank account and balance checkbook.
- Maintain insurance statements from vendors.
- Maintain accounts payable files in PowerChurch.
- Perform other duties as assigned.

Experience/Education:

- Associate's degree or bachelor's degree preferred.
- Office experience, particularly administrative experience in a religious institution setting, is preferred.

Evaluation:

An initial performance evaluation will be held at the end of a 90-day probationary period with the employee and the Pastor. Thereafter, performance evaluations will be held annually with the employee and the Pastor.