



SAINT ANDREW
UNITED CHURCH OF CHRIST



Church Administrator Search, 2019 Background Information

St. Andrew United Church of Christ, a theologically progressive church in beautiful Sarasota, Florida, seeks a full-time Church Administrator. Responsibilities include:

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

St. Andrew UCC is a multi-staff church of approximately 145 members and is located in the Gulf Gate Estates area of Sarasota. The professional staff includes the Pastor and the Director of Music Ministry with the additional support of office and maintenance personnel. The church offers a wide range of programs and service opportunities to its members and friends, as well as to the community, and is actively governed by a Church Council and various Boards with strong lay leadership.

As a member congregation of the United Church of Christ, St. Andrew UCC is representative both liturgically and theologically of mainline Protestantism. Its members come from a wide range of church backgrounds, and, for some, it is their first adult church home.

In response to resolutions of General Synods 15 and 24 of the United Church of Christ, St. Andrew United Church of Christ has declared itself to be an "Open and Affirming" congregation of the UCC. Congregations with this designation are committed to welcoming lesbian, gay, bisexual, and transgender people into the full life and leadership of the church. In this spirit, St. Andrew UCC is proud to be an extravagantly welcoming church that fully includes all people, regardless of sexual orientation, gender identity, race, sex, nationality, marital status, physical ability, mental ability, economic status, or faith journey.

The Church Administrator will be expected to be comfortable in an LGBT-inclusive congregation that performs weddings for opposite-sex and same-sex couples, as well as life-cycle events for people of various ages, abilities, and backgrounds.

This full-time position (40 hours per week) offers a salary of \$17.50 per hour, plus paid vacation. Benefits are negotiable.

A full criminal background check will be required.

Please send inquiries and resumes to Rev. Paul Werner at revpaul@sarasotaucc.org. Job description and additional information available on church website, www.sarasotaucc.org.