

# **ACTING CHURCH ADMINISTRATOR**

## **Job Description**

COMMUNITY OF RECONCILIATION CHURCH  
Pittsburgh, Pennsylvania

The Community of Reconciliation Church, of 100 N. Bellefield Ave. Pittsburgh, PA, 15213 is seeking a person to fill the position of **Acting Church Administrator (ACA)**, beginning on or about January 3, 2016. This is a temporary position which is anticipated to last about six months and no longer than a year as the congregation is in a discerning process to call, first, an interim pastor and later, an installed lead pastor.

### **Job Description:**

- Maintain office hours in a manner that supports and enhances the work of COR staff and leaders.
- Open mail and forward accordingly, approve employee time sheets, coordinate and update church calendar, approve building use, have weekly contact with the chair of Church Council and regular contact with other church leaders.
- Work with the Administrative & Media Assistant to prepare the weekly bulletin and other congregational communications.
- Attend worship at least two Sundays per month and other congregational activities as needed.
- Supervise and work with staff and church leaders (Building Manager, Administrative & Media Assistant, Musicians, Student Associates, office and finance volunteers, various ministry teams) to be certain facility, worship celebrations, congregational life activities and administrative functions are well managed.
- Coordinate with Church Council committees (Building, Finance, Personnel, Church Growth) to make sure all financial, administrative and operational functions are kept in good order.
- Work with Pastoral Associates to be certain that the pastoral needs and concerns of the congregation are given required attention. Examples of such requests: pastoral visits, representation of congregation at community events, weddings or funerals.

### **Compensation:**

- This is a temporary position with the stipend of about \$1,000 per month. It is estimated that the ACA will be available approximately 15-20 hours per week for office hours/meetings and time in worship. No benefits are attached to this position.

### **Skills:**

- Administrative and/or supervisory experience is required.
- Experience as an active church or staff member in a mainline congregation is required.
- Office Skills such as an excellent command of the English language, computer skills (including use of the internet, e-mail, and Microsoft Office programs like: Word, Excel and Publisher programs) and knowledge of how to operate standard office machines is required.
- People skills to enhance supervision of staff members and to aid in working with church volunteers is appreciated. Willingness and ability to handle complaints and problems with tact, patience and diplomacy, as well as the discretion required to handle confidential and sensitive information discreetly and according to church protocol is required.
- General expectation is for the ACA to have a heart to work for the glory of God, to be a self-starter and work independently. Weekend and evening hours may be necessary, as the ACA may be expected to be present for worship, congregational life activities and committee meetings.

This position will terminate when a full-time interim pastor is in place. The ACA will be eligible, by choice and qualifications, to apply for the Interim Pastor position. A minimum of a 30-day notice will be provided for the termination of this position.