

Job Description
Part-Time Church Administrator
Covenant-Community Presbyterian Church

Communications and Publications

- Prepare bulletins for each worship service, including inserts and announcements in conjunction with the pastor.
- Prepare and send liturgist script to liturgist in conjunction with the pastor.
- Prepare materials for Session and committee meetings as directed by Pastor
- Prepare and distribute newsletter
- Update the church website in conjunction with the pastor.
- Prepare correspondence, documents, and memos as requested by Pastor
- Send out reminders for committee meetings, newsletter deadline, session and congregational report deadlines
- Receive, compile, and publish list of prayer requests
- Prepare and mail letters to first time visitors
- Prepare certificates for special recognition

Records

- Membership Records
 - Maintain church register and church database of member, visitor, leadership, and staff information in conjunction with clerk of session and pastor.
 - Maintain necessary mailing lists in church database. Servant Keeper is used.
 - Review attendance pew pads and keep a record of attendance figures for each service
- Financial Records
 - Keep accurate record of all pledges
 - Maintain confidentiality of contributor's identity
 - Oversight of volunteer financial secretary
 - Prepare contribution statements – frequency to be determined by Finance committee
 - Prepare annual report reporting changes in pledges from year to year including: +/- number of pledges collected, +/- amount pledged, # of pledges not renewed, and # of new pledges
 - Provide contribution or pledge information to Pastor or Finance Committee on request, with the exception of the identity of contributors
- Session Records
 - Review and post Session minutes and reports to official register in conjunction with clerk of session.
- Human Resources
 - Maintain personnel and financial file for each employee
 - Collect time card for hourly employees, enter data to payroll service, and send copy of this info to treasurer and book keeper.
 - Verify authorization for payment of check requests and forward to treasurer.

Office Management

- Maintain an inviting and safe atmosphere in the office for visitors, members, and staff
- Greet visitors and respond to inquiries and requests in a helpful manner
- Handling all incoming calls to the church office
- Keep an accurate calendar of events for church activities and building use
- Retrieve, sort, and distribute mail
- Check sanctuary flower chart and ensure the timely order and delivery of flowers for weekly services
- Coordinate the collection of orders, purchasing, and delivery for flowers related to special services
- Place orders for office supplies as needed and other supplies as requested by Pastor or committees
- Liaison for outside groups using our building.
- Receive and process requests for building use and related payments
- Point of contact for day care staff.
- Work with day care staff to respond to needs related to their leased space, referring them to the Pastor, and liaison committee as appropriate.
- Other duties as assigned by Pastor

Required Skills

- Knowledge of Windows 10, Microsoft Word, Microsoft Excel and Office 365 required.
- Knowledge of Servant Keeper software and Weebly website management beneficial

This is a part-time position; hours and salary will be determined through conversation with applicant.

Contact information:

Susie Prescott, Clerk of Session

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