

**Mt. Nebo United Presbyterian Church**  
**1828 Roosevelt Road**  
**Sewickley, PA 15143**  
<https://www.mtneboupcc.com>

**Position Title:** CHURCH ADMINISTRATOR (Part Time)  
**Hours:** 12 hours per week: Tuesday-Thursday from 9am-1pm  
**Compensation:** \$12 per hour  
**Reports to:** Pastor

**Job Description:**

The church administrator is a liaison between the congregation and the pastor and also the congregation and the various session committees.

The church administrator is to provide the congregation with information on all church activities and events in a timely fashion (i.e. provide flyers for all major events in bulletin as well as information in the newsletter). The administrator is to support the pastor as needed in daily operation of church work and maintain confidentiality at all times.

**General Responsibilities:**

Answer phone, handle questions and concerns, maintain church website, general correspondence, weekly bulletin, weekly PowerPoint, sanctuary set up, prayer concerns, file various Session reports, prepare monthly newsletter, and other duties as assigned by the pastor.

**Qualifications:**

- Be dependable and maintain confidentiality.
- Be personable and a strong communicator.
- Be able to work independently and multi-task.
- Be flexible with scheduling and tasks as assigned by pastor.
- Be proficient with using a computer and programs such as Word, Excel, PowerPoint. Also be able to maintain church websites.
- Have or maintain Act 33 and Act 34 clearances.

**Specific Responsibilities:**

- Obtain mail every workday from the mailbox. Sort, file, and process mail as needed.
- Prepare weekly bulletin.
- Prepare Special Bulletins for Communion, Baptisms, Funerals, Maundy Thursday, Easter Sunrise Service, Christmas Eve.
- Prepare a weekly PowerPoint based on the weekly bulletin.

- Weekly Sanctuary Set-Up: mark hymns in the hymnal, put bulletin, inserts, and PowerPoint in the pulpit and load the PowerPoint onto the AV Room laptop on Thursday.
- Pass along prayer concerns received via phone, e-mail, prayer cards to the pastor, and prayer chain.
- Maintain address lists: Members & Non-Members for Newsletter; Elders & Deacons for Prayer Concerns and Session purposes; Financial Mailings.
- Maintain church calendar. All events must be checked with office.
- Update Birthday/Anniversary Calendar each year.
- Maintain Flower Calendar, and purchase live flowers as needed.
- Offerings - once a week, type in the weekly offering amounts into Excel Spreadsheet and mail out individual offering letter in January.
- Maintain copies of Session meeting minutes in binder and on computer.
- Maintain minutes of Congregational Meetings.
- Maintain Church Roll (update for births, deaths, change of address & phone no.).
- Maintain Presbytery Books
- Update Quarterly Schedules - Elders of the Week
- Maintain Church Websites: Mt. Nebo Website, Google Calendar, Facebook Page.
- Newsletter - Print out copies and put in the back of the sanctuary, and adequate copies for the mail-out list with mailing labels. Update sermon titles and scripture, birthdays, anniversaries, elders of the month. Provide info on all upcoming events (flyers). Include sympathy and thank you notes, and any other information provided by the pastor.

Resumes may be emailed to: [mtneboupc@gmail.com](mailto:mtneboupc@gmail.com)