

Westminster Presbyterian Church
Olympia, Washington
Job Description for Church Administrator

March 2022

Purpose: To support the ministry of Westminster Presbyterian Church through excellent communication, coordination, and other administrative services.

Accountability: Accountable to the Pastor, as Head of Staff. Accountable to the Pastor as Head of Staff, and, through the Pastor, to other staff and church organizations, in the performance of his/her responsibilities.

Evaluation: Performance reviews will be conducted annually by the Session Personnel Committee. The Session Personnel Committee will annually review the adequacy of compensation.

Hours: Works 30 hours per week; paid on an hourly basis.

Desirable qualifications and characteristics:

- High school diploma or equivalent
- Two years office experience
- Ideal candidate would be collaborative and flexible with excellent communication skills (including written communication) and attention to detail.

Responsibilities:

Administrative

Note: These are to be prioritized in collaboration with the head of staff. When appropriate, certain tasks should be delegated to volunteers.

1. Designs, writes, edits and distributes the newsletter, as well as weekly update, brochures, fliers, bulletin inserts, annual report, etc.
2. Manages social media accounts (Facebook, Instagram); creates event graphics on Canva; and works with the webmaster to keep the website up-to-date.
3. Prepares weekly and special worship bulletins, including announcements. Prepares bulletins for memorial services.
4. Interprets and communicates policy for weddings, baptisms, memorial services, and emergency help, including supplemental mission support.

5. Completes and files annual reports such as the General Assembly statistical report (with Clerk of Session and bookkeeper), Washington State tax exempt status papers, non-profit corporation papers, business license and minor work permit.
6. Orders or secures office supplies, offering envelopes, candles, communion cups, Memorial, Easter and Christmas bulletins and other items for staff and congregation, as needed.
7. Prepares the monthly Clerk's Report and proposes roll review candidates for Session annually. Maintains permanent church records. Prepares docket and packets for monthly Session meetings.
8. Assures an organized, efficient and clean office and workroom environment.
9. Provides effective and diplomatic communication via phone, email and in-person office traffic.
10. Oversees personnel and hiring documents (including background checks).
11. Performs background checks on all church staff, volunteers with children, deacons, and preschool parents and volunteers.
12. Maintains sign-up sheets for church events.
13. Works with Board of Pensions on annual employer plan and monthly billings.
14. Serves as liaison with Presbytery for meeting hosting responsibilities.
15. Prepares new member packets, ensures new members are entered into all appropriate data bases, maintains membership files, updates and maintains congregational care directories and birthday lists.

Property Management

1. Assists the Buildings & Grounds Committee and/or facility manager to screen requests for building maintenance and repair; contacts volunteers, contractors, or personnel.
2. Negotiates and facilitates requests and costs for building use by outside groups.
3. Maintains the church calendar.
4. Screens requests and keeps records of church keys distributed to members.
5. Oversees the use and maintenance of all office equipment, including phones and computers.
6. Monitors annual changes in insurance policy.

Other: Some assistance required with the church financial processes.

Interested? Send an expression of interest and resume to therinf@wpcoly.org.