

**Job Title:**

**Office Administrator**

**Position Type:**

Full-Time with Benefits

Reports to: Executive Congregational Care Pastor (ECCP) through the direction and oversight of the Lead Pastor (LP) as charged by the RPC Session.

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**Job Summary:**

The Church Office Administrator is responsible for overseeing the administrative functions of the church office, ensuring efficient operation and support for church staff, the congregation, and ministry leaders. This role requires strong organizational, accounting, and leadership skills, as well as a heart for serving the church community.

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**Key Responsibilities:****Office Administration**

- Provide initial point of contact with visitors, members, and vendors via phone, email, and in-person.
- Oversee daily operations of the church office and maintain a welcoming and organized environment.
- Support pastoral, worship, other church staff, and volunteers as needed.
- Maintain church records, files, and databases (e.g., membership database, contributions, accounting)
- Ensure compliance with legal and regulatory requirements (e.g., insurance, tax documentation, background checks for volunteers).
- Coordinate with vendors and service providers for building maintenance and repair needs.
- Oversee, order, and maintain church supply and physical plant needs.
- Attend and provide needed information for weekly staff meetings.
- Other administrative duties as assigned by ECCP and LP.

**Church Leadership Support**

- Serve as a point of contact for sessional and diaconate needs and requests.
- Assist the Communications & Administrative Specialist in the preparation of bulletins, newsletters, reports, and church-wide announcements (via email and text) as needed.

- File and distribute ministry team minutes from Ministry Teams/appropriate members as needed.
- Copy and file all minutes and attachments, make packet(s) for the monthly session and diaconate meetings, email packet and make hard copy for officers.
- Communication with church leaders and members concerning donor information, campaign information, and other similar communication needs.
- Other support duties as assigned by ECCP and LP.

### **Financial and Budget Support**

- Work with the diaconate, session, the ECCP and LP to track expenses and maintain budget records.
- Perform weekly financial interactions with the posting of donations, tallying those donations and correct credit to donor records.
- Provide accurate and up to date donor and accounting information.
- Oversee the processing of invoices, payments, and other church related financial documents.
- Make bank deposits, issue reimbursement checks, and issue payments for services and vendors.
- Facilitate special stewardship campaigns and fundraising efforts with oversight from the ECCP and LP as tasked by leadership.
- Handle and maintain church payroll in coordination with accounting firm.
- Audit all accounting firm documents for accurate financial reports to the diaconate as needed and for all diaconate and sessional meetings.
- Other financial duties as assigned by ECCP and LP.

### **Support to Pastoral, Worship, and Ministerial Staff**

- Provide administrative support to pastors and ministry leaders as needed.
- Assist with coordination of special services (e.g., baptisms, weddings) and seasonal events.
- Oversee all Wednesday night meal and payment coordination.
- Maintain Hospital List and coordinate all funeral planning and communications.
- Maintain confidentiality and handle sensitive information with discretion.
- Maintain a friendly, welcoming demeanor with a heart for ministry service.
- Other support duties as assigned by ECCP and LP.

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### **Qualifications:**

- A personal profession of faith in Christ, evidence of the Fruit of the Spirit, and ascribe to the church member vows.
- Proven experience in office management or administrative roles, preferably in a church or nonprofit setting.
- Strong organizational and time-management skills.

- Excellent written, proofing, and verbal communication abilities.
  - Proficiency in Microsoft Office Suite, Google Workspace, and database systems (e.g., Church Management Software, ACS/Realm,) and QuickBooks Accounting Software.
  - Ability to work independently as well as collaboratively with church staff, leaders, and membership.
  - Professional, courteous demeanor and commitment to Christian values and ethics.
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### **Work Schedule:**

Full Time (Salary): 9AM-5PM Monday thru Thursday, Friday 9AM-2PM  
Some evening or weekend hours will be required for special events or meetings.

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### **Compensation:**

Salary based on education, experience, and hours.