

## Valley Presbyterian Church Position Description

**Position Title: Church Administrator**

**Primary Purpose Statements:**

The VPC Church Administrator provides services, direction, analysis and information to the parishioners, staff and committees.

The VPC Church Administrator directs the administrative and custodial staff; supplies accurate and timely administrative and payroll information to the Church Accountant; serves as the operational director of church finances, including monitoring key expenses against budgetary guidelines such as staff payroll, facilities and contracted services; maintains a functional, current and dynamic membership database and informs the Clerk of Session to changes in members' status as appropriate; assures that the infrastructure needed and support for an effective, secure, protected information technology system is maintained; assures the physical church facility is well-maintained, insured and secure; ensures that the Columbarium records database is accurate and current; and negotiates and executes contractual agreements as needed with the approval of the Head of Staff.

**Duties and Key Points:**

*This sections lists, in order of importance, the major duties and primary responsibilities which are regularly performed and normally assigned to the position. (Please note: The most important duty is not necessarily the duty which requires the most time.) These key points will relate directly to the goals and performance objectives which are outlined in the Performance Review. The approximate percentage of time spent on each duty and responsibility is indicated.*

Duties and Key Points	Percentage
1. Direct and support church staff in <u>managing church activities and priorities</u> including ensuring church policies and procedures are followed, clarifying for church members what are acceptable requests and timeframes for staff assistance, encouraging committee leaders to build their own teams to handle administrative, custodial/kitchen duties as needed and coordinating other activities to maximize staff and church productivity.	20%
2. Hire, coach, evaluate and dismiss <u>personnel</u> (FT, PT and contracted) in administrative and custodial positions. Assist the pastoral staff and other Department Heads in developing, maintaining and dismissing their own subordinates through accurate position descriptions, performance evaluations, meetings and documentation as required.	15%

<p>3. Submit, manage and analyze <b><u>administrative, payroll and facilities finances</u></b> working with the Church Accountant and Head of Staff. This may include: Payables, expense control, accurate monthly/annual reports, audit participation, budget preparation, fixed assets, payroll, benefits planning and financial analysis. Act as a liaison to the Foundation with respect to capital planning and expenditures.</p>	<p>10%</p>
<p>4. Maintain and direct appropriate staff to support an accurate, secure and flexible <b><u>membership database</u></b>. This database shall include information for anyone associated with VPC. It shall include, but not be limited to, name, address(s), NOC, contributions, pledges, attendance, Deacon's volunteers, choir members, etc. Perform regular data analysis as well as special queries as directed by the Head of Staff.</p>	<p>10 %</p>
<p>5. Establish and directs staff to maintain an accurate, current <b><u>master calendar</u></b> for scheduling that is web-based and available for all to see. This would include all regular church seasons (e.g. Lent, Christmas, Easter), major events, educational opportunities, as well as Presbytery, Congregational and Session meetings as called/planned.</p>	<p>5 %</p>
<p>6. Review and Oversight of the monthly newsletter (Valley Voice), weekly Church Bulletin, VPC Website Special Project productions and other <b><u>communication vehicles</u></b> with the congregation and community.</p>	<p>10%</p>
<p>7. Research, negotiate and, execute <b><u>external contracts</u></b> for space use, maintenance, repairs, purchases, etc. as directed by the Head of Staff or his/her designee.</p>	<p>10%</p>
<p>8. Ensure that maintenance and repairs of the church <b><u>building and grounds</u></b> are planned and performed consistently, by the appropriate person(s) and in the allotted time frame, including documentation of expenses, any staff time and contracted services. This activity may include all insurance contracts/claims, custodial work, landscaping, building opening/closing, alarm work and responses. Operate and maintain the Columbarium and its records as required.</p>	<p>10%</p>
<p>9. Work with assigned staff and contracted information technology partners to assure that the church's <b><u>information technology system</u></b> is adequate, functional, secured, backed-up and virus-free. Also work with staff and IT to grow and modify the system as needed to improve productivity and accuracy of all information.</p>	<p>5%</p>
<p>10. Perform <b><u>special projects</u></b> and all other duties as assigned.</p>	<p>5%</p>

**Knowledge and Skill:**

*Describes any knowledge or skills (including educational and experience requirements), which are required on a regular basis to perform the duties of this position, not including personal credentials.*

1. Bachelor's Degree in Business or related field.
2. Certified Church Administrator or willing to begin certification process with an approved association within 2-3 years of hire.
3. Minimum of 5 years of experience at a management level or higher.
4. Demonstrated expertise in:
  - A. Customer service and the ability to prioritize both internal and external customers' requests,
  - B. Reconciliation of competing demands and time for church resources,
  - C. Management of payroll (currently via QuickBooks), benefits and tax reporting requirements,
  - D. MS Office Suite with emphasis on Outlook, Word, Excel, PowerPoint and Publisher,
  - E. Preparation for Budgets and Audits as required, working closely with the Church Accountant, Personnel Committee and other members of the management team,
  - F. Basic Information Technology and use of local area networks and server systems,
  - G. Building and maintaining strong relationships with vendors and contractors in order to ensure that agreements are carried out effectively and within expected time frames,
  - H. Understanding the difference between for-profit and church operations in order to reconcile a church's culture of openness and service while running it with the efficiency of a business.
5. Consistently behaves in a self-directed, motivated and flexible manner.
6. Demonstrates an understanding of how to be a team player, dealing with church member demands and requests while supporting staff and colleagues in their endeavors and accomplishments.
7. Consistently uses effective written and oral communication and employs conflict resolution skills as required.

**Organizational Relationships:**

*Describes the different levels of relationships directly influencing the position.*

This position directly reports to the Head of Staff, but the individual must be prepared to accept direction from the other pastors as required, particularly in the absence of the Head of Staff.

Peers at the level of this position include the Church Accountant and Director of Music

Staff that report to this position: Administrative and Custodial Staff.

Contractors that work under this position: As assigned.

Individuals/Teams/Committees that work closely and/or may act in an advisory capacity to this position: Church Accountant, Facilities team, Generosity team, Personnel Committee.

**Responsibility for results and impact of position:**

*Describes the role of this position in making or influencing decisions and the potential impact of performing/failing to perform job duties. Examples of the kind of decisions made independently, as well as those in which recommendations for action are made to others are listed.*

This position is responsible for ensuring administrative, personnel, financial and property operations, and decisions are made in accordance with policies and procedures of the church. This position provides financial and supporting information to assist staff, members and leadership in making informed decisions. Ultimate decision-making responsibility rests with the Session (the local church governing board).

Day-to-day decisions include prioritizing office and work responsibilities, directing administrative and custodial personnel, entering and managing member database information, reviewing and approving church communications and information, educating committee and team members on appropriate use of church resources, coordinating maintenance of church facilities, resolving member and staff concerns are all critical to the successful operation of the church.

Failure to adequately perform these responsibilities can lead, in the worst case, to network shutdown, financial insolvency, corrupt membership records, physical plant decay, inappropriate staff performance and unresponsiveness to the needs of the congregation.

**Addendum:****Other Professional Activities and Associations:**

*Describe any professional organizations that may add to success in this position at VPC.*

Presbytery de Cristo, The National Association of Church Business Administration (NACBA) , The Church Network, The National Institute in Church Finance and Administration (NICFA).