



Church Administrator Position Description

Effective January 1, 2026

Purpose of the Position: Supports all aspects of church operations, along with supporting the work of the Pastor, other staff members, Session, individual Committees of the Session, and volunteers providing services that enhance the church and its mission.

Accountability: The position reports to the Pastor and is a Monday through Friday, 9:00am to 3:00pm multifaceted position as set by the Pastor and the Personnel Committee to meet the needs of the Church.

Responsibilities: (Include, but are not limited to):

Office Management

- Receptionist
- Order and manage office supplies
- Workroom organization and maintenance
- Copy machine management
- Calendar maintenance with up-to-date information
- Manage and perform all mail associated tasks
- Maintenance and updating of church directory
- Equipment maintenance
- Maintain electronic files (Google Drive)
- Maintain Church records
- Maintain background clearance process and records
- Manage and track distribution of building key

Reception

- Personal answer to calls
- Direct calls to appropriate person
- Respond to general church email
- Greet visitors

Property Management

- Schedule and manage onsite maintenance appointments
- Schedule, liaise, be onsite for weddings and funerals
- Liaise with church cleaning services
- Schedule, track, coordinate building use for all groups
- Post and keep current building use on calendar
- Cemetery oversight and record keeping

Technology

- Maintain website with regularity
 - Calendar of Events
 - Postings
 - Design
- Design, build, compile data for surveys
- Track website statistics
 - Streaming IP addresses
 - Share with appropriate people

Communications

- Manage weekly e-blasts
- Maintain social media presence – FB, Instagram, local sites, etc.
- Ensure publicity of events – newspaper, local media, website, e-blast, church newsletter etc.
- Coordinate and/or prepare promotional materials
- Weekly bulletin preparation, printing, electronic distribution
- Coordinate, prepare, publish Annual Report

Pastor Support

- Worship Bulletin Preparation
- Calendar maintenance, appointment scheduling, reminders
- Media support – email follow ups, e-blasts, etc.
- Clerical support

Committee Support

- Provide general support (phone calls, contacts, clerical needs, building use, etc.) for committees
- Prepare promotional materials for committee projects

Qualifications:

- Excellent written and verbal communication skills
- Organizational and independent problem-solving skills
- Technology skills including computer competency, website management, social media tools, publishing graphics and editing preferable
- Coordination skills that serve to accomplish general administrative tasks
- Enjoy working independently as well as collaboratively
- A 4-year degree is preferable
- Provide a current Criminal Background Check

Evaluation and Review

The Church Administrator will meet with the Pastor and the Personnel Committee after the first 90 days to review progress. An annual evaluation is conducted by the Pastor and Personnel Committee at the end of the program year with input solicited from relative Session committee chairs. The Personnel Committee acts as a liaison between the Pastor and the Church Administrator as needed.

Salary and Benefits

Salary range based on experience and relevant skills is \$36,000 to \$39,000 for a 9:00am - 3:00pm workday Monday through Friday. 14 days PTO and 7 Federal holidays.

Interested candidates should send a resumé and letter of interest to: Jean Harpel at personnel@flourtownpres.org.