



Job title	Congregation Administrator
Reports to	Lead Minister
Status	Full-time Exempt Employee, 40 hours/week (option for hybrid work location)
Pay Rate	\$55,000 - \$65,000 based on experience
Benefits	Eligible for enrollment in retirement plan and health, life, long-term disability, and dental insurance plans
To apply	Please send your current resume and cover letter to: personnel@thefuun.org

First Unitarian Universalist Church of Nashville

We are a community of adults and children with diverse spiritual orientations, who come from many different backgrounds. We invite you to come visit us and learn more about us.

We seek to share a journey of spiritual growth and work together to find ways to live our faith in the world, while respecting the right to freedom of individual beliefs. Our principles and statements of covenant and mission speak our most cherished values, both as part of a larger faith and as an individual congregation.

Please visit our website at: <https://www.firstuunash.org>

Why Work at the First Unitarian Universalist Church of Nashville

The First Unitarian Universalist Church of Nashville is a vibrant, growing church, ministering to our members, our community, and our world. We gather to create community, nurture spiritual growth, and act on our values. Together, guided by reason and inspired by love, we celebrate diversity, confront oppression, and promote environmental and social justice.

Job Purpose

The Congregation Administrator supports Church operations and should be familiar with the unique needs of a church, its administration and the technology that supports effective church operations, including financial management. This position includes detail-oriented financial, building, event, human resources, volunteer management, and some staff supervision.

Duties and Responsibilities

The following statements are intended to describe the general nature and level of work being performed by the person assigned to this job. However, these statements are not exhaustive and cannot anticipate all possible duties and requirements which may arise during the position.

Financial

1. Record and maintain records in Breeze of all donations received whether by offering plate, mail, online, ACH, or other electronic means. Enter all bank deposits in Quickbooks Online (QBO).
2. Reconcile the monthly "Share the Plate" donations for distribution to the recipient Organizations.
3. Review all incoming invoices, check requests, staff credit card usage, and BILL charges; ensure they are properly approved; and record them accurately and timely in QBO. Ensure W9s are collected from vendors/contractors and filed in QBO. Match deposits and expenses with bank transactions in QBO.
4. Ensure all financial records are securely archived in hard copy and digital versions.
5. Meet regularly with the Church Treasurer to plan, review, confirm, and troubleshoot financial process details.
6. Liaise with church and accounting firm staff and vendors; and assist church volunteers as needed regarding financial, budgetary, and giving data.
7. Serve as the Staff Representative for annual fund-raising events.
8. Serve as the lead staff person to coordinate the Annual Budget effort with the Lead Minister, Staff, Committees, Teams and Board. Invite and compile budget requests, facilitate staff meeting(s) to create budget recommendations, work with the Lead Minister, Finance Committee and Board to finalize the fiscal year budget proposal and pledge goal.
9. Assist with the review/update of financial procedures and special projects in collaboration with the Finance Committee and Fundraising Teams.
10. Manage virtual and physical credit cards on [Bill.com](https://www.bill.com) (aka DIVVY).

Human Resources

1. Maintain historical and current personnel files with all necessary documentation.
2. Work with the Lead Minister, Personnel Committee and staff on updating job descriptions.
3. Work with the Lead Minister in organizing the annual review process to ensure timely and accurate reviews.
4. Maintain/Update staff compensation and benefits records with the Unitarian Universalist Association (UUA). Ensure the Board and Ministers document annual housing allowances prior to January 1 each year.
5. Oversee the onboarding process for new hires (e.g., assist in the orientation, ensure HR and benefits paperwork and UUA e-forms are completed, submitted, and filed accurately and timely).
6. Set new hires up in Quickbooks Payroll and on Workforce. Update Quickbooks Payroll position, salary, benefits, withholdings and imputed GTL data as needed

throughout the calendar and fiscal years.

7. Collect timesheets and enter payroll details in Quickbooks Payroll for bi-weekly payrolls. Maintain timesheet and payroll files.
8. Serve on hiring teams, post ads, review resumes, run pre-screening background checks, and conduct interviews.
9. Stay up to date with the Unitarian Universalist Association hiring/benefit protocols and communicate with Personnel and Finance Committees regarding updates. Review Personnel Policies & Procedures annually with the Personnel Committee and recommend any updates to the Lead Minister and Board.

Operations (Church Facilities, Grounds and Safety)

1. Oversee functions related to use of the facilities for weddings, memorials and by external groups (e.g., explain the church Facilities Use policies and procedures, show facilities to potential users, schedule events, reserve rooms, and collect facility user fees).
2. Work closely with Operations Team on projects related to the church facilities, grounds, and safety including helping identify, coordinate and communicate with vendors and contractors; helping set short-term and long-term project priorities and budgets; helping coordinate routine campus maintenance, safety and cleanup efforts; helping in the review/update of operations procedures; and communicating operations activities/needs with staff, leadership and the wider church body.

Management

1. Supervise Custodian.
2. Coordinate church staff for weddings, memorials, and external events (e.g., event monitors, A/V techs)
3. In conjunction with Membership & Communication Manager, enroll and oversee office volunteers delegating responsibilities and involvement in an effort to build church community.

Database and Records Management

1. Utilizing the Breeze database system, maintain church databases in collaboration with other church staff.
2. In collaboration with committees, teams and other church staff, establish and maintain hard copy and google drive files related to financials, operations, HR, personnel, budgeting, fundraising committees and teams, and Board files.

General Administrative

1. Assist Operations, Finance, and the Board with communications and coordination of shared responsibilities related to Church Liability, Property, Workers Comp and Umbrella insurance.
2. Oversee various office projects and coordinate with church committees for special projects which may include ordering/purchasing supplies, printing, and mailings.
3. Oversee the functionality of office equipment. Manage vendors/vendor contracts for office equipment & supplies and custodial supplies.

4. Oversee the use of building entry codes, campus key distribution and key policies.
5. Compile and distribute Board packets in advance of monthly Board Meetings.
6. Complete and file the Annual Corporate report each September and the UUA Congregational Certification each January.
7. Maintain sensitive information in confidence.
8. Maintain secure access to internet access IDs and passwords.

Qualifications

1. Bachelor's degree in Business Administration, or Finance or related field. (Relevant experience may be considered in lieu of a Bachelor's degree.)
2. Experience in bookkeeping or accounting required.
3. Knowledge of accounting principles.
4. Working knowledge of specific human resources needs of a nonprofit church organization.
5. Must be extremely detail oriented.
6. Good oral and written communication skills.
7. Ability to maintain confidential data.
8. Quick learner.
9. Able to organize and prioritize use of time. Is an excellent multi-tasker with the ability to bring tasks to completion under time constraints and in an environment where there may be multiple interruptions.
10. Experience and comfort in learning and using common technology and equipment, such as computer, copier, scanner to perform responsibilities.
11. Intermediate level knowledge and skill in Intuit QuickBooks, Online, Quickbooks Payroll, Google Workspace and Microsoft Office Suite.
12. Demonstrated understanding of and ability to use developed database programs to enter data, look up information, and generate reports, as this position requires the use of a church database system.
13. Experience with Breeze software application strongly preferred, though experience with other church management software would be helpful if no familiarity with Breeze.
14. Able to work independently but is comfortable checking in or asking for direction when needed.
15. Able to identify with a liberal church of diverse theologies, its congregation and membership.
16. Must have means of transportation and appropriate insurance.
17. Must be able to lift 20 lbs.
18. Must have a clear background check.

Professional Expectations

The Congregation Administrator will:

1. Have respect for the Church mission, purposes, and principles.
2. Maintain a neat and organized office environment.
3. Maintain neutrality and objectivity when discussing matters of concern within the

church and respect the privacy of church members, keeping confidential matters to her/him/themself.

4. Not be a member of the church.

Working conditions and physical requirements

The employee will be able to set working hours with approval of the supervisor but may be required to be available to work on an irregular basis, including evenings and weekends, and answer email on an ad hoc basis. The employee may be allowed to work remotely at times with approval of the supervisor. The employee must notify supervisor of intended schedule and must be able to work cooperatively with other members of the staff and with volunteers.

While performing the duties of this job, the employee may be regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects, talk and hear. Specific vision abilities required include close vision, depth perception and ability to adjust focus. The employee will normally work in a shared office but may be required to work in the church building at least one weekday during the week. The noise level is usually quiet in both the office and church building at these times.