

**Church Administrator
Wellington Methodist Church
Wellington, Kansas**

Reports to: Senior Pastor
Hours: 12 hours per week
9:00 am to 12:00 pm, 1:00pm to 4:00pm Mondays and Tuesdays

Overview:

- Personal commitment to Jesus Christ and the ministry of the Methodist Church.
- Be pleasant, discreet, tactful, and capable of honoring confidential communications.
- Have general knowledge of all office equipment and supplies.
- Be teachable, adaptable, with good attention to detail.
- Be able to deal with various types of personalities, both on the phone and in person, in a professional manner.
- Perform general office work, under the supervision of the Pastor and cooperation with the other staff.
- Provide proactive administrative ministry support for the church's ministry to run smoothly.
- Work in coordination with the other Church Administrator who works Wednesdays and Thursdays.

Responsibilities: (These are shared responsibilities with the other Church Administrator. One might do more of one thing than the other, depending on workflow)

Customer Service

- Meet and greet members, visitors, and others to answer questions in-person, or by phone, or by email. Assist them with what they need or direct them to the appropriate person, organization, website, or location.
- Check and answer emails, pick up and process mail, check and respond to answering machine messages.
- Maintain calendar of events for the building and set HVAC as appropriate. Schedule and follow church policy regarding building usage. *This requires being knowledgeable of church policies.*
- Prepare Fellowship schedule and distribute to various groups.
- Execute duties as needed by persons coming to the Ministerial Alliance for assistance.
- Order supplies on a regular basis, which includes office supplies, Fellowship supplies and all custodial supplies for the church.
- Contact repair people for the church.
- Maintain a useful and accurate filing system to facilitate the quick retrieval of documents.

Financial

- Help church members with ACH forms and hand off to Financial Administrator.
- At the end of each quarter, print and mail giving statements.
- At the end of each month, email list of checks written for that month to the Ministerial Alliance Pastor.

- Prepare deposits for the Ministerial Alliance and send end-of-year giving statements.

Communications

- Prepare the weekly bulletin, inserts, and all pertinent information needed for the week. Upload weekly bulletin to the church website.
- Print weekly scripture reading and place two copies on the podium in the sanctuary.
- Create PowerPoint slides for Sunday services and ensure accuracy. Create slides for Wednesday services. Create slides for Celebration of Life Services as requested.
- Keep Pastor and appropriate committees informed regarding those who are ill, have deteriorating vitality, have lost a close relative, or otherwise, who need to be called upon by the Pastor and/or appropriate committees.
- Work in coordination with Communications Coordinator on weekly newsletter through Mailchimp that is sent out each Thursday.
- Call Lincoln Elementary to let teachers know not to park in the side lot during weekday funerals.

Reports and Meetings

- October/November prepare information and booklet for Charge Conference. Attend Charge Conference, record and type minutes. Send a copy of the Booklet to the Conference Office.
- December/January, prepare yearly statistics report to send to the Conference. Work with the Finance Administrator to obtain correct information.
- Copy and file church correspondence and reports.
- Attend weekly Church Staff meetings.

Database (Breeze) Maintenance

- Maintain ownership of Breeze (Church database program).
- Keep the addresses, phone numbers, email addresses, birthdays, and membership status of all members updated in Breeze. This includes all types of members.
- Record Church and Life Group attendance; enter into Breeze Database. Enter and track all church attendance in Google Sheets document.
- Record transferring out members into Breeze including deaths.
- Maintain accurate email lists for all Committees, Boards, and Ministry Teams. This includes Life Groups.

Other Duties

- Maintain check-in iPads. Keep them charged and working.
- Perform other duties as assigned by the Pastor.

Qualifications/Experience:

- At least a high school diploma, some college preferred.
- Experience with Microsoft Office, including Word, Excel, PowerPoint, Publisher, and ability to work with graphics.
- Experience with reception duties, clerical, and web skills.
- Basic bookkeeping procedures and good organizational skills.