



Central Christian Church

Come. Let's make a world of difference!

Central Christian Church (Disciples of Christ)

701 N. Delaware | Indianapolis, IN 46204

Position Description: Church Administrator

Central Christian Church engages in its particular Christian witness under the following statement of mission:

Celebrating the unconditional welcome we receive from God through Christ, we join together in worship, community and witness

- *to wrestle with deep questions of faith,*
- *to grow in love for God and one another,*
- *to confront oppression and injustice,*
- *and to extend God's boundless hospitality to all.*

Position summary: The Church Administrator's primary responsibility is to ensure the smooth operation of church business throughout the year, from developing organizational processes to managing the church's communication program to supervising some consultants and office volunteers, as well as providing bookkeeping and managing the church's financial processes. Additionally, the Church Administrator has general responsibility for clerical support for pastoral staff and church leaders. The Church Administrator should reflect the values and commitments implicit in Central's mission, express care and compassion for the many people and organizations that use the building, and work well with the pastoral staff and volunteers.

Reports to: Senior Minister

Qualifications: The Church Administrator should have clerical, managerial, and bookkeeping experience, be a systems thinker who can develop and maintain operational policies and procedures, be proficient in digital communication tools and trends, have experience with church and/or volunteer organizations, and have working knowledge of accounting principles. The

Church Administrator will need to be proficient in, or able to learn quickly, Windows and Microsoft Office 365, MailChimp (or similar), Canva, social media platforms, website management, CDM+ (or similar content management system), and other online tools.

Desired qualities: This position requires someone who is respectful and helpful to the many people and organizations that use the building and make inquiries, including congregational members, neighbors, staff and the other members of the public. This person needs to be able to receive and respond to multiple requests and tasks simultaneously, while also exerting enough respectful authority to develop and maintain new policies and procedures that will update and streamline the church's operational life for the sake of its mission. This person will need to be able to meet deadlines, possess supervisory skills and be able to address conflicts in a forthright and fair manner. This person must also understand the nature of working with volunteers and be flexible in response to unexpected situations. Finally, this person needs to be comfortable with all manner of digital communication including websites, e-newsletters, social media, email, apps, etc., and comfortable with the changing and experimental nature of digital communication.

Areas of responsibility:

Operations. A primary area of responsibility for this position is to develop, communicate and then maintain more robust policies and procedures for office and business practices as well as some congregational ministries, while not losing the relational nature of the church. The Church Administrator will work with the pastoral staff and church leaders to achieve this but will be the lead staff member on the effort.

Communication. Collect all information for the weekly e-newsletter, execute the layout, and distribute it. Maintain the church directory and mailing lists for all communications including the e-newsletter. Work with the pastoral staff and church members to expand the church's communication efforts internally and externally, including maintaining the church's website and social media presence. Establish processes by which visitors and new members are included in the life of the church.

Clerical support and reception. In collaboration with other staff, produce materials for weekly worship, including bulletins, inserts, and worship slides. Maintain attendance records and member/visitor information. Maintain accurate church membership data. Maintain and disseminate the official church calendar, including scheduling rooms. Attend regular staff meetings. Support church leaders through the sharing of pertinent news, reminders and printing reports, attending meetings as needed. Order and track office supplies. Answer phone calls and greet visitors during regular office hours.

Financial. Coordinate procedures with church volunteers who count and deposit the weekly offering and other income. Record and pay invoices and requisitions according to good accounting practices. Maintain accurate bookkeeping records. Prepare checks for signature. File sales tax for the Thrift Shop. Provide payroll management and distribute compensation. Produce reports as requested. Work closely with the Finance Team and Treasurer to provide staff support.

Logistics. Support groups and individuals who use the building, including church members and outside guests who rent space monthly and those who use the building for one-time events. Work with the facilities manager as needed, including coordinating building maintenance and ordering janitorial supplies. Maintain parking lot records. Ensure sanctuary is prepared for Sunday. Tend to building issues with the facilities manager when issues arise. Help with the logistical needs of new ministry projects

Supervision. Schedule and supervise office volunteers and other staff as assigned by the Senior Minister.

Schedule: This position is a year-round, full-time, salaried position averaging 40 hours per week. The office administrator is expected to be in the office when the office is open. Some work can be completed at home. Attendance at some night and weekend meetings and events will be required.

Compensation and Benefits:

Salary Range: \$50,000-\$60,000 per year

Stipend toward health care costs

Pension or 403(b) through the Pension Fund of the Christian Church

Paid vacation and holidays

Learn more about our congregation at www.indyccc.org.

Qualified candidates should apply by sending a resume and cover letter to pastor@indyccc.org.