FIRST UNITED METHODIST CHURCH OF WINTER GARDEN

TITLE: Church Administrator
POSITION CLASSIFICATION: Salaried, Exempt
WORK HOURS: Full-Time, Minimum Hours = 35/week. Will be required to work outside of church office hours. May require evening or weekend hours.

POSITION SUMMARY:

The Church Administrator provides administrative, organizational, and communication support for the church's ministry and administrative operations. This position serves as a welcoming and helpful point of contact for members, visitors, staff, volunteers, and the community.

The Church Administrator maintains an efficient and organized church office, supports the clergy and ministry staff, coordinates church communications and calendars, assists with records and administrative processes, and helps ensure that day-to-day office operations effectively support the mission and ministries of the church.

The Church Administrator works in accordance with the published *FUMCWG Policies and Procedures Handbook*. The staff works together as a team. Assisting the team with church events not directly related to the employee's specified area of ministry is expected. Cooperative planning, coordinating and scheduling with all staff members is required.

DUTIES AND RESPONSIBILITIES:

Church Office Administration

- Manage the day-to-day operations of the church office, ensuring an organized, professional, and welcoming environment.
- Serve as the primary point of contact for the church office by answering and directing telephone calls, emails, mail, and other inquiries to the appropriate staff member or ministry leader.
- Greet and assist members, visitors, vendors, volunteers, and community members in a courteous and professional manner.
- Monitor general church inquiries and provide information or referrals as appropriate.
- Maintain office supplies, equipment, and resources; monitor inventory and coordinate reordering as needed.
- Receive, sort, distribute, and process incoming and outgoing mail and other correspondence.
- Maintain accurate and organized office files, records, forms, and administrative documents in accordance with church policies and procedures.
- Provide general administrative support, including copying, scanning, printing, mailing, filing, and preparing documents and materials.
- Prepare and submit required monthly and annual United Methodist Church conference reports and other administrative reports in a timely manner.

Calendar and Facility Coordination

- Maintain and coordinate the church master calendar, including meetings, classes, ministry activities, events, and other church functions.
- Coordinate room and facility reservations for church and outside groups in accordance with church policies; collect certificates of insurance and other required documentation as needed.
- ·Communicate scheduled events, room reservations, and facility-use information to appropriate staff, ministry leaders, and volunteers.
- Identify and help resolve scheduling conflicts and communicate changes to affected parties.
- Coordinate administrative details for weddings, funerals, baptisms, special services, and other church events as assigned.

- Organize and coordinate volunteers to assist with event setup and breakdown, ensuring that rooms and facilities are properly arranged before events and returned to their designated condition afterward.

Staff and Ministry Support

- Provide administrative support to the pastor, ministry staff, church leadership, and volunteers as assigned. Attend meetings as required.
- Prepare correspondence, reports, forms, agendas, meeting materials, and other documents.
- Assist with special projects and church-wide initiatives.
- Coordinate background checks for potential new hires.
- Maintain confidentiality regarding sensitive church, personnel, pastoral, financial, and membership information.

Communications

- Assist with internal and external church communications, ensuring information is accurate, timely, and appropriately distributed.
- Prepare and distribute church announcements, weekly worship materials, emails, calendars, and other communications as assigned.
- Coordinate the collection, organization, and submission of information for weekly worship materials, church events, and other communications.
- Maintain current contact information and communication distribution lists.
- Create and update events in Realm, including relevant event details and information, as needed.

Membership and Congregational Records

- Maintain and update church membership and congregational records including information regarding attendees, baptisms, weddings, and funerals, in the church's database or administrative system.
- Assist with preparation of membership directories, mailing lists, and reports.
- Provide administrative support for new-member processes and other congregational activities.

Worship and Special Events Support

- Assist clergy and worship staff with administrative preparation for worship services.
- Assist with administrative details for seasonal services and special church events.
- Coordinate with staff and volunteers to ensure that necessary materials are prepared and available.

Financial and Administrative Support

- Assist with routine administrative aspects of financial operations, as assigned, including processing payroll, preparing or processing bills for payment, and other financial administrative tasks, in accordance with established church policies and financial controls.
- Maintain appropriate records for office-related expenditures; review and reconcile receipts.
- Assist staff with obtaining supplies, services, and materials within established policies and budgets.
- Research vendors and obtain quotes for projects as directed by Church Council.
- Serve as the primary point of contact for vendors regarding assigned projects, coordinating communications, requests for information, and related administrative matters.
- Compile and present vendor information, quotes, and relevant comparisons for Church Council review in preparation for Council discussion and vote.
- Refer financial matters requiring approval or specialized knowledge to the appropriate staff member or church leadership.

Technology and Office Systems

- Use church administrative software, email, calendars, databases, Microsoft Office/Google Workspace, and other technology required for the position.
- Maintain organized electronic and paper filing systems and documents.
- Assist staff and volunteers with routine administrative technology needs.
- Learn and utilize new technology and church management systems as adopted by the church.

Customer Service and Congregational Care

- Respond to routine requests promptly and courteously.
- Recognize matters requiring pastoral or specialized attention and refer them appropriately.
- Exercise discretion and sensitivity when dealing with confidential or personal matters.
- Represent the church positively in all interactions.

SKILLS AND QUALIFICATIONS:

- Personal relationship with Jesus Christ and commitment to the mission and ministry of the United Methodist Church.
- High school diploma or equivalent required; additional education or administrative training preferred.
- Previous administrative, office management, church office, nonprofit, or related experience preferred.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Strong attention to detail and accuracy.
- Proficiency with standard office technology and software.
- Ability to learn and use church management and database systems.
- Ability to work effectively with clergy, staff, volunteers, church members, and the public.
- Ability to maintain confidentiality and exercise good judgment.

REPORTS TO:

The Church Administrator is supervised and guided by the Pastor and is accountable to the Staff Parish Relations Chair in accordance with the Book of Discipline of The United Methodist Church. The first three months of employment will constitute a probationary period, with required weekly communication with the Pastor. Annual evaluations will be conducted by the Pastor and/or the Staff Parish Relations Chair and/or a Church Council member and salary adjustments may be considered at that time.

Employee's Signature Date

Pastor's Signature Date

Chair, Staff Parish Relations Signature Date