

Job Description – CHURCH ADMINISTRATOR
First Christian Church, Fort Thomas, Kentucky

Church Administrator

The Church Administrator of First Christian Church, Ft. Thomas, KY, is responsible for providing a welcoming, confidential, and positive environment for all visitors of the church. In addition, providing support for all activities of the church and support services for the Minister, other staff members, and members of the congregation.

- I. Support a collegial and professional atmosphere when representing the church and maintain confidentiality in all matters concerning the church and its members.**

- II. Responsible for the day-to-day operations and general management of the church office:**
 - a. Process electronically, where possible, information daily – establish criteria for distribution of information and materials.
 - b. Maintain a church calendar of events and activities.
 - c. Depending on ministerial or chair preference, responsible for notifying Minister(s) and Chair of Elders if a church member is hospitalized.
 - d. Depending on ministerial or chair preference, responsible for notifying the Minister(s), Chair of Elders, and CWF Special Care Chair in cases of a death in the church family.
 - e. Management and coordination of people and activities during office hours (8:00 am-1:00 pm).
 - f. Maintenance and management of office supplies and equipment.
 - g. Maintain an efficient, attractive work center.
 - h. Ensure software in your work area is appropriately updated.

- III. Responsible for maintaining documents and updating the filing system:**
 - a. Maintain filing system of family records, baptism, weddings, deaths, baby dedication and any personal communications (reference letters, thank you notes, etc.).
 - b. Make changes, as needed, in the online records of the church directory and prepare and circulate updated church directory on a quarterly basis.
 - c. As information is provided, maintain policy file with any policy passed in Board meetings.
 - d. Back-up computer files in work area a minimum of once per week, or after major changes in the data.
 - e. Responsible for publishing, printing, organizing, and distribution of information used or posted, such as bulletins, newsletters, youth and CWF letters.
 - f. Responsible for publishing all Board Reports and setting up all paperwork for Official Board Meetings the third Wednesday of each month. Put copies of all reports in file and update finance/Board notebook.

- g. Responsible for copying, publishing, and maintaining documentation for Minister(s), committee chairs, fellowship and working groups, etc. Requests must be given in a timely manner.

Note: The goal is for documents and other publications to be error-free. If needed, the Church Administrator is to request assistance to meet this goal.

IV. Financial responsibilities:

- a. Responsible for payment of invoices (Building Fund, loans, and other miscellaneous invoices), including the reception of invoices, account entry, checkbook entry and balance, documenting to appropriate committee chair, and preparation of reports.
- b. Pending the installment of the Financial Secretary, responsible for contributions, including data entry, checkbook entry and balance, and preparation of reports.
- c. Responsible for miscellaneous transactions (examples including the General Fund, Building Fund, and the Contingency Fund) including data entry, checkbook entry and balance, and preparation and distribution of reports.
- d. Maintain petty cash fund and notify Financial and Stewardship Chair when funds are low. Provide receipts for all expenditures to be reimbursed.
- e. Responsible for end of the month activities and reports including printing of bank statements, recording interest, checkbook entry and balance, bank charges and fee entries, reconcile bank accounts, and prepare and distribute monthly reports.
- f. Responsible for quarterly activities and reports including status (gains and losses) of investment accounts, data entry, and revision of financial spreadsheet
- g. Responsible for end of the year activities and reports including preparation and distribution of contribution statements, year-end report, new budget entries, new pledge entries, new fiscal year entries, and renew PCI compliance.
- h. Work with the Church Treasurer to ensure accuracy of all financial reporting.

V. Responsible for assisting with any special projects during office hours (8:00 am-1:00 pm). Requests need to be timely, reasonable, and based on availability.

Note: The following are not part of the job description but are important considerations in job performance. They are included as a reminder to church committee chairs, church committee members, and congregants.

1. **Congregational Cooperation:** The Church Administrator is the 'church's secretary,' yet there are limits. Members of the congregation, and especially committee chairs, need to be aware of the expected tasks and responsibilities. Additional requests need to be accommodated on availability with consideration given to the nature and timing of

the request. The Personnel and Operations Committee will share the message with the congregation to respect that their emergent needs will be balanced with other church priorities.

2. **Assistance during Peak Needs:** There are also certain times during the year, such as the closing of one financial year and the beginning of another, where more is required. In such instances, and as needed, the Church Administrator should not hesitate to ask for temporary volunteer assistance. These requests should go through the Personnel and Operations Committee.
3. **Personal Requests:** There are occasions when members of the congregation make additional and personal requests of the Administrative Secretary, such as wedding or funeral programs. It is recommended the practice of compensation include the Church Administrator.

Ratification Date: December 21, 2016
Effective Date: January 1, 2017