

**Camp Hill United Methodist Church**

**Application Form**

Title: Church Administrator

Position: Full Time

Deadline for application submission: August 15, 2017

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Identify three references (provide name, address, phone number, and email):

- Pastoral
- Professional
- Personal (Excluding Family)

Briefly state your reasons for applying for this position (attach additional pages as needed):

Identify your primary gifts and strengths for the ministry of administration (attach additional pages as needed):

**Attach Resume and Mail/Email to:**

Camp Hill United Methodist Church

Attn: Rev. Tom Willard

417 S. 22<sup>nd</sup> Street

Camp Hill, PA 17011

[twillard@camphillumc.org](mailto:twillard@camphillumc.org)

## **Camp Hill United Methodist Church Position Description**

*June 2017*

**Position Title:** Church Administrator

**Supervisor Title:** Senior Pastor

**Classification:** Exempt Salaried Full Time

### **Personal Characteristics:**

- Christian character
- Chemistry with other members of the team
- Competence to fulfill assigned tasks

### **Mission:**

Lead the ministry of administration at Camp Hill United Methodist Church with primary responsibility for finances, building and grounds, information technology and database management, and statistical reporting. The Church Administrator is a member of the church's executive team with the Senior Pastor and Lead Associate Pastor.

### **Responsibilities:**

The Church Administrator manages the day-to-day operations of the church, serves as its Chief Fiscal Officer, and provides positive leadership in building and maintaining a supportive, faith-focused team culture with staff and volunteers. The Church Administrator supervises the office, facility, and finance staff.

Specific responsibilities include:

#### **Finance**

- Review and approve all requests for payment and reimbursement.
- Negotiate contracts for lease and purchase of office equipment and computer network.
- Provide tracking of mission trip finances as needed by Director of Mission & Outreach.
- Coordinate development of the church budget and provide periodic reports to the Finance Committee, Church Council, and the annual Church Conference.
- Serve as the primary contact for employee health insurance, including seeking bids and negotiating contracts.
- Serve as the church's pension officer, maintaining pension records with all changes, additions, deletions, and reporting as required.
- Reconcile deposits and pay vendors for the Scrip ministry.
- Maintain and reconcile the Discretionary Fund, and keep record of Emergency Needs disbursements.
- Receive, acknowledge and distribute bequest proceeds as directed by Trustees.
- Process claims for property and workers' compensation insurance.

#### **Building and Grounds**

- Oversee the work of the Facilities Manager, custodial staff, and security staff to ensure church property and its physical assets are well maintained to serve the multiple users of CHUM's facilities.
- Work with the Trustees to promote use of church facilities in a manner consistent with CHUM's mission.
- Manage insurance programs to protect CHUM's property and equipment.

#### **Information Technology & Database Management**

- Purchase or lease necessary hardware and software.

- Oversee the development, maintenance, and updating of all church databases.
- Ensure the staff is adequately trained to use the church's hardware and software.
- Ensure CHUM's digital technology meets best practices for digital security, including certifications that may be required by depositors and/or processors.

### **Statistical Reporting**

- Provide periodic reports on the status of the church's budget, receipts, and expenses to the Finance Committee, Trustees, Church Council, and the Church Conference.
- Prepare the annual reports as required by the Susquehanna Annual Conference and prescribed by the United Methodist *Book of Discipline*.

### **Publications**

- Oversee the production and preparation of worship service bulletins and other materials.

### **General Responsibilities:**

- As personnel record manager, keep complete hire records on all employees.
- Process all new hires.
- Document all staff terminations.
- Maintain performance reviews for staff under direct supervision.
- Maintain the confidentiality of all staff and members' personal information.
- Consult with the Staff Parish Relations Committee to keep updated job descriptions on file and attend Staff Parish Relations Committee meetings as needed.
- Prepare materials prior to and regularly attend meetings of the Church Council, Church or Charge Conference, Finance Committee, Board of Trustees, and the Investment Team.
- Serve as the recording secretary for Church Council and the Church Conference.
- Oversee work of the volunteer Safe Sanctuary Coordinator.

Other duties as assigned by the Senior Pastor.

### **Qualifications:**

- Bachelor's Degree with at least five years' experience in professional management positions

### **Required Skills:**

- Excellent written, verbal, and interpersonal skills
- Experience in complex financial management operations
- Proficiency in operating in a detail-oriented, fast-paced environment
- Basic computer proficiency
- Experience in project development and implementation
- Sense of humor and perspective

### **Physical Requirements:**

- Ability to perform the physical demands of an active office environment, i.e. lift, bend, carry packages and equipment up to 30 pounds

**All CHUM staff must submit a PA State Police Criminal History Report, a PA Department of Human Services Certification, and an FBI Criminal History Report Check showing no reportable incidents. See the full Safe Sanctuaries Policy for details.**