

First Congregational Church of Evanston
Job Posting

Title: Church Administrator

Last Updated: 10/07/25

The First Congregational Church of Evanston, UCC (FCCE) is seeking a full-time Church Administrator with a positive outlook and flexible attitude to perform a variety of general administrative, financial and building management functions under the direct supervision of the church's Senior Minister but also in coordination and with the support of the church's lay leaders and members. The role is an important part of a stellar team that serves an engaged church membership as well as the community through multiple outreach programs.

This position will be filled on a temp to perm basis, with an initial 90-day probation period.

Responsibilities for this role include four key areas of focus:

Administrative

- As principal church receptionist, answer routine emails, phones and front doorbell; provide support to all colleagues using the church space or services.
- Proactively address issues and concerns and raise as appropriate with the Senior Minister, other church staff or lay leaders.
- Maintain church's online and written church calendar, including special events, weddings, funerals, etc., and distribute to church staff.
- Ensure that office machines, equipment, and supplies for support of staff and church operations are available and proactively and inexpensively secured per approved budget.
- Maintain and update church database for mailings (electronic and written).
- Own communications between staff, building partners, contractors, and Board of Trustees in coordination with Senior Minister.

Programmatic

- Prepare and print weekly bulletin in coordination with Senior Minister.
- Prepare and produce promotional materials in coordination with Minister of Community Life.
- Support Church online presence via website updates in coordination with the Minister of Community Life
- Provide administrative support for church events (retreats, meetings, concerts, etc.)
- Act as project manager for Interfaith Family Pride Festival, produced in coordination with ~10-15 local Evanston congregations and faith communities.
- Prepare seasonal mailings for stewardship and holidays in coordination with Senior Minister.

Financial

- Maintain financial records on the church's software (Realm for membership and contributions, Aplos for payable, and Gusto for payroll; maintain records of contributions and donor activity; handle weekly financial transactions, including online bill payment, check generation and deposits;
- Pay all bills, Manage Accounts Payable, and monitor the church bank accounts for smooth operating. Occasional follow-up for Accounts Receivable.
- Support preparation of annual budget through accurate records of current operating and future operating costs.
- Support stewardship campaigns with record keeping and technical assistance.
- Coordinate monthly financial review and reporting with the church Accountant and Treasurer.

Building and Grounds

- Serve as the internal or external point of contact for any church member or staff member who has a concern involving maintenance and operations of buildings, grounds, and church equipment and appliances.
- Work closely with building maintenance contractor(s) and others to develop and maintain a schedule of maintenance and repair for both the church and church house buildings to ensure the grounds are always in a safe and functional state of good repair. This will include interaction with maintenance and cleaning personnel, snow removal, and lawn care service providers.
- Work closely with Buildings & Grounds team within the Board of Trustees to evaluate and plan capital improvement projects.
- Manage relationships and be the point of contact with building partners in the Community Center and persons using church buildings.
- Maintain and update the building calendars in partnership with building partners at the FCCE Community Center.
- Facilitate short and long-term use and lease agreements with individuals and groups using church buildings.
- Secure assistance to set up facilities for meetings, classrooms, conferences, special events, etc.
- Ensure that buildings security systems and routines, including mechanical, are followed. Maintain all security records (codes, alarm records). Maintain online security database (WINPAK) for access to FCCE Community Center.
- Oversee insurance issues for employees, individuals and groups using or leasing church building space and contractors.

Qualifications and Attributes:

- Minimum of five years' experience of office operations management, preferably in a church or not-for-profit setting.
- Computer skills including knowledge of software applications, including Google Docs, Microsoft Word and records management, and willingness to learn applications such as church accounting software. Familiarity with Canva, Gusto, commercial copiers, and professional printing specs is helpful.
- Communications skills (including telephone, business writing), time management, and interpersonal skills, especially working with volunteers.
- Basic knowledge of building systems such as plumbing, phone, electrical and HVAC in order to secure and oversee service providers.
- Must be customer service driven.
- Must have sound judgment and alertness.
- Proven ability to pay attention to detail and follow-through on tasks to completion.
- Demonstrated initiative and reliability in previous roles.
- Knowledge of customer service principles and practices.
- Ability to prioritize and execute multiple requests for assistance.
- Commitment to organizational mission and goals and ability to work collaboratively to achieve them.
- Bilingual a plus. Comfort in dealing with a language barrier required.
- College degree preferred.

Shift/Hours/Days: 8:30 a.m. - 4:30 p.m., Monday - Friday; may include some occasional early mornings, weekend and/or evening hours.

Working Conditions: this role is primarily in an office setting although frequent movement within and between church buildings is required. Work from home option is available on a limited basis.

Salary & Benefits: Salary range is \$42,000 - \$47,000 and is commensurate with the qualifications and experience of the selected candidate, together with a competitive benefits package including medical, dental and vision insurance. We encourage all interested parties to apply.

Background checks: FCCE conducts background checks on all job candidates upon acceptance of a contingent offer and will use a third-party administrator to conduct background checks. Background checks are performed in compliance with the Fair Credit Reporting Act.

EEO/AA Statement: The First Congregational Church of Evanston is an equal opportunity/affirmative action employer.

About FCCE: The FCCE is open and affirming to people of all ages and abilities, races, sexual orientations gender identities, and national origins. We do not require any church affiliation or

set of religious beliefs to apply but are seeking candidates aligned with these values.

The FCCE is a member of the United Church of Christ and maintains a connection with the National Association of Congregational Christian Churches (NACCC).

Please visit www.firstchurchevanston.org for more information about the First Congregational Church of Evanston.

How to apply: All qualified and interested colleagues can email their resume to the Church Office at info@firstchurchevanston.org. The Rev. Jason W. Coulter, Senior Minister of First Congregational Church of Evanston will be directing the search and interviewing candidates.