

➤ **Church Administrator:**

Job Title: Church Administrator.

General Description of the Position: The Church Administrator assists the Senior Minister with managing the day-to-day operation of the church, overseeing the use and care of the church campus, implementing church policies and procedures, overseeing the administration of the church, and being the public face of the church when the Senior Minister is not available.

Reports to: Senior Minister.

Duties and Responsibilities:

- Managing Church Operations:
 - ✓ Coordinates all activities within the church.
 - ✓ Provides Periodic status updates on church operations, worship gatherings, events, and groups.
 - ✓ Manages vendor relationships.
- Managing the Church Campus:
 - ✓ Assists the Senior Minister in managing the church campus.
 - ✓ Oversees and manages the campus use schedule.
 - ✓ Serves as the overall event coordinator.
 - ✓ Oversees the care and maintenance of the church building and grounds.
- Implementing Policies and Procedures:
 - ✓ Champions, supports, and advocates for the Vision of the church.
 - ✓ Administers and implements Board of Trustees and Senior Minister adopted policies and procedures.
- Administering the Church:
 - ✓ Serves as the primary administrative point of contact for Unity of Citrus County.
 - ✓ Administers the Volunteer Program when the Volunteer Coordinator position is vacant.
 - ✓ Establishes and implements procedures for tracking the church inventory.

- ✓ Oversees new member assimilation to include, but not limited to, data entry, ensuring first touch calls are made, sending out new member letters or text messages, etc.
- ✓ Serves as the point of contact for member services.
- ✓ Oversees, tracks, and recommends all insurance policies associated with the church.

- Congregational and Community Relations:

- ✓ Assists the Senior Minister with hearing and responding to congregant comments, requests, concerns, and complaints.
- ✓ Serves as the spokesperson for Unity of Citrus County when the Senior Minister is not available.

- Perform other duties as assigned by the Senior Minister.

Prerequisites for the position: The Church Administrator must be trustworthy, have good interpersonal skills, have good leadership skills, and have:

- An ability to implement the Vision of the church.
- The ability to manage multiple projects at once.
- Organizational, strategic-planning, and problem-solving skills.
- Strong written/oral communication and interpersonal skills.
- Experience using Microsoft Office's Word, Excel, Publisher, and PowerPoint.
- An ability to learn and use the Power Church software.
- A college degree or equivalent experience.

Days, Hours & Remuneration:

- Two to Three Days per Week
- Office hours are 10:00 a.m. to 4:00 p.m.
- Current pay rate is \$9.00/Hour