# Job Description: Church Administrator

**Position Title:** Church Administrator

**Reports To:** Lead Pastor

## Position Summary

The **Church Administrator** is responsible for weekly Sunday worship preparation, general church communications, congregational logistics, and secretarial support for church leadership bodies. Additionally, this role is responsible for all aspects of volunteer organization and management.

## Key Responsibilities & Duties

- **Sunday Preparation:** Prepare and print the weekly worship bulletins, slides, announcements, children's bulletins, and liturgy binder materials. Communicate with all involved parties regarding the order of worship, especially to ensure alignment during weeks with elements outside the normal order.
- **Planning Center:** Manage all aspects of Planning Center for the church, including the directory, membership data, Church Center announcements, service and volunteer data and organization, and any other modules used at the discretion of the Session.
- **Communications & Media:** Create the monthly church newsletter, update bulletin board announcements, and manage the church website, CCLI compliance, and all congregational announcements and emails.
- **Systems Support:** Manage the administration and configuration of all internal church systems, including Google Workspace, Slack, Planning Center, and Canva.
- **Event & Member Support:** Coordinate setup and logistics for membership classes, baptisms, honorariums/materials for guest preachers, and incoming congregational emails.
- **Session Support:** Set up monthly Session meetings, purchase refreshments, distribute meeting summaries, schedule membership interviews, and maintain member profiles in Planning Center.

- **Financial & Office Logistics:** Process church mail, send invoices to the church treasurer, order office and communion supplies, and handle local procurement trips (Costco/Target).
- **Scheduling & Roster Management:** Create, review, and distribute quarterly volunteer schedules across all Sunday morning roles; coordinate last-minute volunteer replacements as needed.
- **Volunteer Onboarding & Intake:** Design and manage volunteer interest forms, capture updated volunteer preferences, and input data into Planning Center.
- **Systems & Training:** Maintain, update, and distribute volunteer "how-to" documentation and create system user guides (e.g., Planning Center guides) to ensure volunteers are fully equipped for their roles.

## Role Requirements and Compensation

The ideal candidate for this position will have experience in the following systems:

- Google Workspace (Docs, Sheets, Slides, etc.)
- MailChimp
- Canva
- Planning Center Online
- CCLI

The time commitment for this position may vary and can be discussed on a per-candidate basis, but will range between 20 and 30 hours. While certain aspects of the role will require physically being at the church, there is significant opportunity to work from home if needed.

Compensation is $20-$25 per hour, commensurate with experience.