

First Presbyterian Church of Wilson
Job Description: Church Administrator

Employment Hours: Approx. 30 working hours per week

Purpose: This position is responsible for the smooth functioning of the church and its administration. Reporting to the Head of Staff, the incumbent in this position provides for the administration of property, maintenance of physical inventories of materials, supervision of janitorial services, and definition of volunteer-staff duties. This position requires understanding and adherence to standards of confidentiality commensurate with the position.

Specific Position Duties

Finance-Related Duties

- Prepare annual report to Presbytery (annual statistical and contribution figures)
- Work with the Financial Administrator to maintain a current list of all church fixed assets and their original cost.
- Provide input to the Financial Administrator on capital asset, operational and maintenance needs for the coming year.

Church Administration

- Ensure effective and hospitable workplace and office. This includes maintaining, equipping and neatly organizing office space.
- Ensure necessary supplies are provided including office supplies, janitorial supplies, kitchen supplies, and paper products for church ministries (Wednesday night suppers, fellowships, etc).
- Ensure office equipment is properly maintained and functioning.
- Work with Property Committee to assist in communications with plumbers, electricians and other contract work as needed. This includes support, as needed, for Decorating Committee and Memorial Garden Committee.
- Order necessary supplies.
- Work with Financial Administrator and Session Administration Committee to maintain employment information in regards to insurance, safe sanctuary policy, expense accounts, time sheets, etc.
- Ensure, through staff or volunteer support, that clerical support is provided as necessary for the office, and that housekeeping support is provided for church events.

Other

- Works closely with head of staff in planning worship and providing appropriate oversight on effective coordination on inputs from Worship, Christian Education, Finance and other functional areas.
- Works with Session, Deacons, congregants and staff to provide for a smooth flow of work, worship, meeting coordination, and scheduling for the church.

- Represents FPC Wilson in responding to inquiries coming from outside the church and assures they are handled in the proper manner by the appropriate person on behalf of the church.
- Arranges and coordinates schedules such that the staff and pastoral staff are available for the appropriate functioning of the church.
- Retrieves and sorts incoming US Mail and ensures that outgoing mail is processed in a timely manner.
- Works closely with Head of Staff to provide administrative services that are needed to properly engage in fulfilling the role of pastoral care, congregational support, and complying with directives emanating from the Session.

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