

Carmel United Methodist Church

Position Title	Church Administrator
Date	December 2022
Hours/Week	Part-Time, 29 hours a Week, Salary
Manager	Lead Pastor

POSITION SUMMARY

The Church Administrator is responsible for business and general operations of CUMC providing a safe, aesthetic and hospitable environment to the glory of God. Responsibility of this position includes supervising the following areas: Finance (in conjunction with Finance Committee and Financial Administrator); Facilities (in conjunction with Trustees and Building Superintendent); and Human Resources (in conjunction with Staff Parish).

The Church Administrator reports to the Lead Pastor and together will support the mission and ministries of CUMC while maintaining the highest levels of professionalism and confidentiality.

PRINCIPAL RESPONSIBILITIES

Business and Financial Management

- Manage business operations smoothly and cost efficiently relieving Lead Pastor for ministerial/pastoral responsibilities
- Supervise financial operations, including accounting and payroll; maintain budget and accounting system according to CUMC policies and controls
- Support Finance Committee in annual budget process
- Schedule and oversee financial audits
- Manage facilities use and processes
- Create, manage, maintain, and train personnel on all church policies and procedures
- Create, manage, maintain, and train personnel on all emergency procedures
- Oversight of stewardship ministries including stewardship campaign and endowment/memorials
- Fundraising and grant management, as required
- Manage insurance, including liability

Personnel and Human Resources

- Ensure compliance with applicable state and federal employment laws for all church staff members
- Work with Staff Parish as needed to monitor, evaluate and administer employee benefits

- Manage background checks, abuse, and harassment policies and procedures for staff and volunteers
- Coach, monitor, and address direct personnel performance issues and review with Staff Parish
- Create and execute new employees orientation and training process
- Monitor annual performance evaluation process for CUMC staff

Facilities Management

- Supervise and support Facilities Director
- Approve the loaning of church property and acceptance of donations of property to the church with Trustee approval
- Collaborate with Building Superintendent as needed on facilities, contracts, procurement, and maintenance
- Manage office inventory and supplies

Congregation Management

- Coordinate weddings
- Coordinate funerals

Conference Relationship and Requirements

- Prepare and submit check-in day information
- Prepare and submit charge conference forms

Technology Management

- Regular evaluation of effectiveness of technology and software necessary to further the ministries of CUMC
- Train all staff for software and technology as needed
- Collaborate with the Facilities Director to create long range plans for proactive approach to updating and replacing technology
- Administrator of the congregational database for CUMC, as well as other software platforms, as needed

KNOWLEDGE and SKILLS	
A. Specific Technical Knowledge	Business operations, personnel management, finance management, facilities management
B. Self-Management	Enjoys working with others Expert multi-tasker able to prioritize multiple priorities and meet deadlines Great organizational skills, including time management, delegation, and supervision Able to resolve conflicts effectively

C. Leadership	Proven track record of thinking strategically in past positions
D. Educational Requirements/Experience	Bachelor's degree required, preferred from business, operations, human resources, or finance
E. Relevant Experience	At least three years management experience Relevant work experience as a paid or volunteer with a congregation or like non-profit organization

VI. ADDITIONAL REQUIREMENTS

Hours worked will typically be scheduled from Monday through Friday during church office hours, but there will also be some evening meetings (approximately 2 per month) and some Sundays required to complete the duties of this position.

Suggested to network with professional organizations (NACBA, etc.) and build professional connections with others in the community