

Colesville United Methodist Church
52 Randolph Road
Silver Spring, MD 20904
CHURCH OFFICE ADMINISTRATOR
Revised December 8, 2017

Job Description

JOB PURPOSE

This position supports efficient operation of the church by appropriately informing and responding to requests of the congregation; providing administrative assistance to the Pastor and staff; and assisting church volunteers in their coordination of related community activities.

The position is responsible for organizing, supervising and/or performing all of the administrative activities that facilitate the smooth running of the church office. The required results are accomplished by interfacing with the congregation, staff and community, maintaining office systems and equipment, and supervising staff as required.

SCOPE

The Church Office Administrator is required to know and follow church policies and procedures and be accountable for a variety of responsibilities that affect the church image as a community of faith. The administrator reports directly to the Pastor and is required to have effective people skills as well as communication and administrative skills, in order to ensure a professional environment is maintained for the congregation, staff and others who have contact with the church. This is a full-time position, with responsibilities that require 4 days (32 hours) per week.

JOB DUTIES

Support the work of the Pastor and operational procedures established by the Board of Trustees, including performing clerical work for the Pastor and responding to or forwarding to appropriate members or staff inquiries from telephone, email or other electronic means; developing a system to maintain documents/reports; summarizing reports in accordance with church guidelines and/or instructions from the Pastor; and providing support services in the coordination of Charge Conference-related documents.

Inform the Pastor of significant developments occurring during the Pastor's absence from the office and matters concerning the operations of the church that may require the Pastor's attention.

Prepare the weekly worship bulletin and other correspondence that informs the congregation of church plans and developments as requested by the Pastor.

Maintain the church calendar and directory and coordinate with the website volunteer to provide information for the church website.

Address and coordinate requests received from church leaders and from the public for use and or rental church property.

Provide support to the Pastor and Chair of the Finance Committee on work of the church's financial operations including processing RFPs, implementing security controls and recordkeeping as established by the financial team/officers.

Prepare budgetary recommendations annually for the "Office & Administration" line (s) of the CUMC budget. Monitor expenditures under the "Office & Administration" budget line(s).

Oversee and carry out procedures to: manage correspondence and requests, design/maintain filing systems, supervise the work of office volunteers and/or interns, maintain inventory control, manage the use of office equipment and supplies, and work with vendors.

Carry out procedures for filing and retention, protection, retrieval, transfer and disposal of records, including Safe-Sanctuary, in accordance with church policy.

Oversee/manage the attendance/time recordkeeping of CUMC staff under the supervision of the Pastor.

Respond to general requests from the congregation by making appropriate referrals or setting appointments, and/or, if feasible and within the scope of this position's duties, by addressing the matters.

Assist the Pastor by monitoring the work of the church custodian, sexton, and the nursery attendants (including ensuring that appropriate staff has prepared nursery space to receive children).

Attend evening church meetings when necessary to support the work of this office or at the request of the Pastor.

General Qualifications

The person occupying this position must:

- be committed to Christ and have a strong trust in God for guidance and leadership;
- be willing to learn (if necessary) and uphold the polity of the United Methodist Church;
- uphold a strict policy of confidentiality and discernment as it relates to both oral and

written communications and comply with the Safe Sanctuary policy;

- demonstrate strong organizational, oral and written communication skills and attention to detail; and
- demonstrate leadership skills as well as the ability and willingness to work well with church staff and volunteers, communicate with and establish relationships with diverse people inside and outside the church walls

CUMC is an equal opportunity employer

Direct Questions to: Rev. Dr. Michael Armstrong, Church Office: (301) 384-1941

Direct cover letter and resume to: Chair, SPPRC
Colesville United Methodist Church
52 Randolph Road. Silver Spring, Maryland 20904
or
Email: churchoffice@cumc.org