

Fairfield Christian Reformed Church

CHURCH ADMINISTRATOR

Job Description

Purpose: The Church Administrator provides a helpful bridge of communication between the Congregation and church leaders (Council and Staff) through organizing worship service logistics, and communicating to both groups clearly, consistently, and confidentially when necessary. Through collaborating primarily with Staff, the Church Administrator puts into motion what has been planned for worship services in a timely manner and upholds our vision of discipleship and spiritual formation.

Qualifications:

- Required:
 1. Professing believer of the Gospel
 2. Spiritual gift of administration
 3. Familiarity with Confessional-Reformed theology
 4. Strong at building interpersonal relationships
 5. Highly organized
- Preferred:
 1. Spiritual gift of service
 2. Member of Fairfield CRC
 3. Well-versed in liturgical practices
 4. Proficient computer skills
 5. Working knowledge/ability in Microsoft Office
 6. Customer service/administrative background

Supervision: The Church Administrator works closely with Staff, primarily with the Pastor, but is overseen by Council with the Council president as his/her point of contact.

Appointment: The Church Administrator is an ongoing hired Employee of the church and is subject to termination at any time at the request of the Employee or Council.

Presently the job consists of 15 hours per week, ordinarily from 9:00am to 2:00pm Wednesday, Thursday, and Friday. Participation in weekly staff meetings on Wednesdays at 9:30am is required, although these times and days are somewhat flexible and may change if it is necessary.

Responsibilities:

1. Serve as an administrator during work hours, answering the phone and handling all requests for information, and assist in resolving matters that do not require pastoral advice or care.
2. Keep an accurate record of information on members, attendees, and contacts of the church, and publish a church directory annually. This includes maintaining membership records in coordination with the Clerk of Council.
3. Maintain a log of who has keys/access to the building.
4. Keep a master calendar of all church meetings and events, and supplementary schedules of ministries as necessary, including meeting times of building renters.
5. Send birthday/anniversary cards to members and attendees on behalf of the church family.
6. Maintain and update the church website with current events and information.
7. Participate with the Pastor and Formation Coordinator in drafting an order of worship for each worship service. The Pastor will delegate the extent to which the Church Administrator will participate in the drafting of liturgy.
8. Coordinate servers for each task needed for each worship service. Establishing regular schedules for each role is encouraged for more organized coordination and communication.
9. Assemble and duplicate bulletins (adult and children's) for each worship service.
10. Email the finalized order of worship at the end of the work week to all of Council, Staff, and all servers for that particular Sunday.
11. Keep the materials in the foyer current and neatly displayed.
12. Be responsible for keeping the office copy machine in good working condition.
13. Order and maintain all office supplies, and other materials as requested. Purchase supplies for weekly Sunday School breakfasts, and coordinate and/or purchase general church supplies for bathrooms, kitchen, etc.
14. Process and coordinate all requests for use of the building in connection with Council.
15. Process all correspondence, reports, and paperwork necessary to the functions of the church and as requested by Staff, Council, or Committees.
16. Provide administrative assistance to Staff and Council, as requested.

Pay/Benefits: Pay is set by Council and approved by the Congregation in the annual budget (FY Sept. 1 – Aug. 31). Presently the job consists of 15 hours per week at a wage of \$18/hour, paid twice per month. Hours worked must be reported directly to the designated treasurer by the 5th and 20th days of each month to be paid respectively on the 10th and 25th days of each month.

Two weeks (30 hours) of paid vacation is provided each FY but will not roll over if unused. Requests for *planned* time off should be submitted to the Council president no less than one month prior so coverage can be procured in a timely manner. If *unplanned* time off is needed (i.e., sick day, etc.), notification should go to all Staff members, the Council president, and the designated treasurer.

To Apply: Send your résumé and three non-family references from outside the congregation to the Council president (Daniel@DanielJHarrison.com). The search committee will screen applicants, conduct interviews, and then submit recommendations to Council for a final decision. **The deadline to apply is Sept. 24, 2021 by 11:59pm.**