

## **The First Church in Hartland**

### **Job Description – Church Office Administrator**

**Position Title:** Church Office Administrator

**Position Type:** Part-Time (20–25 hours per week; approx. 5 hours/day, 4–5 days/week)

**Reports To:** Pastor

### **Summary of Responsibilities**

The Church Office Administrator is a vital member of the church staff, serving as the primary point of contact for the congregation and the wider community. Major areas of responsibility include internal and external communications, coordination of worship materials, administrative support to the Pastor and lay leadership, purchasing, and day-to-day office management.

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## **Major Duties and Responsibilities**

### **1. Worship & Pastoral Support**

- Provides dedicated administrative support to the Pastor, particularly regarding weekly worship, special services (memorials, weddings, baptisms), and pastoral care notifications (notifying Pastor of illness, births, deaths, etc.).
- Designs and produces weekly worship bulletins and visual presentation slides (PowerPoint/Canva) for display on screens in the sanctuary and Fellowship Room.
- Coordinates with the Music Director regarding choir administrative needs and maintains copyright licensing compliance (CCLI, CVLI).
- Serves as a member of the Resource Team for the Coordinator for Children and Families Outreach.

### **2. Communications & Public Relations**

- Maintains and communicates the master church calendar; coordinates schedules and prepares event advertising/signage (including outdoor signs).
- Manages digital communications, including Constant Contact email distributions, the church website, Facebook pages, and local media postings (e.g., *Hartland Gazette*).
- Handles the transfer of livestreamed worship services from Facebook to YouTube.
- Produces annual reports, event flyers, and specialty publications.

### **3. Office Operations & Facility Coordination**

- Greets visitors, answers phones, manages voicemail, responds to office emails, and processes incoming USPS mail and deliveries.
- Serves as the primary contact for building use (rentals, meetings, church activities, memorial receptions). Manages "Use of Facilities" paperwork and provides room setup diagrams to the Sexton.
- Tracks and distributes building keys; maintains maintenance records and vendor agreements (e.g., copier contracts) in coordination with the Trustees.

- Purchases and authorizes payment for office supplies, kitchen goods, paper products, and building supplies under direction from committee chairs or Sexton/Housekeeper requests.
- Coordinates with the Pastor to identify and train backup administrative coverage for vacations and unexpected absences.

#### **4. Financial & Membership Records Management**

- Maintains computer and physical records for church membership, attendance, baptisms, weddings, confirmations, emergency contacts, and the leadership call tree utilizing *Church Windows*, Google Drive, and Microsoft Office.
  - Collaborates with the Financial Administrator to ensure accuracy of giving records in *Church Windows* and assists committees with payment authorization processing.
  - Prepares spreadsheets, administrative files, and ad-hoc reports as required by leadership.
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#### **Typical Skills and Qualifications Required**

- **Confidentiality:** Absolute discretion and commitment to maintaining confidentiality regarding all pastoral and congregational matters.
  - **Technical Proficiency:** Proficiency in *Church Windows* (or willingness to learn church database management), Microsoft Office (Word, Excel, PowerPoint), Google Drive, Canva, Constant Contact, YouTube, and standard social media platforms.
  - **Office Equipment:** Proficiency with general office machinery (computers, printers/copiers, multi-line phone systems).
  - **Communication:** Exceptional written and verbal interpersonal skills with a welcoming, customer-service-oriented demeanor toward staff, members, and the public.
  - **Organization:** Strong organizational ability, attention to detail, self-motivation, and deadline management.
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#### **Physical Demands**

The physical demands described here are representative of those required to perform the essential functions of the job. The employee is frequently required to navigate stairs, sit, bend, talk, hear, and operate equipment including a computer monitor, keyboard, printer/copier, and SmartTV. The employee must occasionally lift and/or move up to 25 pounds.

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

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#### **Work Hours & Schedule**

The specific working days and hours will be determined and adjusted based on the operational needs of the church. The Church Office Administrator is expected to work 5 hours per day, 4 to 5 days per week (approx. 20–25 hours per week total).

#### **Equal Opportunity Employer**

We are committed to creating an inclusive and diverse workplace. Employment decisions are based on qualifications, merit, and business needs.