

The Federated Church of Martha's Vineyard Church Administrator Job Description

DESCRIPTION: The Church Administrator supports the Pastor in managing church operations, technology, including social media, website management and streaming, publications and files, and is responsible for various administrative, clerical and office duties. The Administrator acts as a team member with the Pastor, the Minister of Music, and the officers of the church, such as the Moderator, the Assistant Moderator and the Treasurer, and may be asked to attend staff and Council meetings.

SCHEDULE: 25-30 hours per week, office days to be determined; including some weekend and meeting responsibilities which may reduce weekday hours.

QUALIFICATIONS:

Education/Experience: A combination of education and experience demonstrating the qualifications required for the position.

Attributes: As part of the ministry of the church, must be able to relate to people with compassion on the telephone and in person; confidentiality assumed in all levels of work; shall be cooperative, courteous, patient, sensitive, helpful, dependable, professional, respectful and self-motivated; must be able to exercise initiative and be a team player.

Abilities: Must be able to work independently with a minimum of supervision; to organize and follow through on assignments; handle several tasks at a time; work calmly under stress; prioritize; adapt to change; get along with/relate well to many people; pay attention to detail/work with accuracy; work efficiently.

Skills: General secretarial and organizational skills; office management understanding; high level of communication skills; high level of computer literacy including, as examples, Microsoft Suite: Word, Excel, Access, Publisher; Google Drive, Docs and applications, Zoom; social media platforms including Facebook/Instagram; basic graphic design; online calendaring; website and database management; digital organization and record keeping; familiarity with office equipment and familiarity with the operation of worship audio/visual and livestreaming equipment. Ability and willingness to learn as needed.

Accountability: The immediate supervisor is the Pastor and, in their absence, the Moderator.

Framework: The Administrator shall acquire a working knowledge and be guided by the church's mission, bylaws, and policies.

PRINCIPAL DUTIES:

Church office:

- Answer telephone, monitor voicemail, and route calls/messages
- Pick up mail at the post office and distribute
- Track and order supplies, coordinated and approved by pastor
- Schedule the use of buildings and keep an accurate calendar for Meetinghouse and Parish House; monitor use payments and send statements when needed
- Prepare and print bulletins for Sunday and special services

Technology:

- Maintain website and all social media activities
- Organize and maintain the master database of church information
- Manage/oversee the audio visual and streaming functions of church worship and meetings.

Committee Support:

- Maintain electronic committee minutes and Zoom recordings
- Provide administrative support to committees as requested

Communication and Coordination:

- Coordinate publicity for services and special events with publicity leader
- Keep the outside sign up-to-date with current information
- Prepare electronic and hard copy newsletters in coordination with the pastor & other church leaders
- Prepare special mailings and email communications
- Maintain the sign-ups for coffee hour, flowers, ushers, readers, and other requests for volunteers

Church Membership and Record Keeping:

- Maintain accurate records of church membership
- Record worship attendance (in person and virtual) each week
- Maintain accurate records of marriages, baptisms and deaths, as reported by the Pastor
- Organize and maintain archival records
- Coordinate preparation and distribution of Church Annual Report

Finance Support:

- Provide administrative support for the Treasurer and Assistant Treasurer as requested

Other duties may be required as needed and coordinated with/approved by the pastor and/or church leaders.