

## **CHURCH ADMINISTRATOR JOB DESCRIPTION**

May 9, 2016

### **Position Summary**

The Church Administrator supports the mission and goals of the Unitarian-Universalist Church of Nashua by providing leadership and professional expertise to a broad variety of functions necessary for the effective planning and day-to-day operation of the church's programs and facilities. Working within our Policy Governance structure, and reporting to the Minister (the Executive Director of the church), the Church Administrator works with other staff, church officers, boards, committees/teams, and volunteer leaders in all facets of this process from visioning to implementation.

The Church Administrator fulfills four primary roles. Each role requires a mix of leadership and professional skills both to supervise and to work collaboratively with others (staff and volunteers), and to complete detailed tasks.

### **Planning and Facilitating the Day-to-Day Execution of Church Programs**

The Office Administrator provides administrative expertise and leadership while participating with the Minister, other staff, church leaders, and volunteers in creating plans for the execution of church programs that respond to policy and priority guidance from the Board of Trustees. Key activities in this role include:

- Prepare budgets for the administrative support portion of church programs and activities
- Provide the administrative and communications support and leadership, where appropriate, to all stakeholders involved in the execution of church programs
- Assist the Minister in managing the priorities of the Church as identified by the Board of Trustees
- Monitor progress of administrative efforts against goals and report results to the Minister
- Manage the master calendar of church activities and building use
- Attend staff meetings

### **Church Office Management**

The Office Administrator plans, establishes, and manages office procedures, systems, and equipment that support the administrative requirements of staff and church members in meeting the goals of the church. Key activities in this role include:

- Manage office services by organizing office operations and procedures, controlling correspondence, designing and maintaining filing systems, and reviewing and approving supply requisitions
  - Design and implement office procedures and practices consistent with Association of Unitarian Universalist Administrators' practices
  - Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement. Manage and perform basic troubleshooting of church office equipment and security systems
  - Provide historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records
  - Ensure that office reception and clerical duties, including but not limited to routing mail, answering phones, receiving and directing the public, copying, filing, and correspondence (both hardcopy and electronic) are performed
  - Manage office supplies and ensure that all building supplies are properly ordered and the receipts are turned over to the Church Treasurer or designee for payment

- Manage internal and external communications
  - Manage the production, editing, and distribution of print and digital publications including the Order of Service and the church newsletter
  - Manage annual publications such as committee reports for annual meeting
  - Represent the Church to public in presence, on phone and in printed and on-line communications
  - Maintain the newsletter email list
  - Serve as webmaster for church website
- As usually the first person to meet the public or answer a call, maintain a working knowledge of area community and social agencies and services to quickly refer those in need
- Represent concerns of direct reports to the Minister
- Manage the church database
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and active participating in professional societies such as the Association of Unitarian Universalist Administrators (AUUA)

### **Financial Management and Human Resources**

The Church Administrator manages the business operations of the church. Key activities in this role include:

- Supervise the Bookkeeper
- Prepare annual budget for administration and monitor all spending relative to budget
- Keep committee/team chairs and staff apprised of budget status
- Assist Minister in preparing financial reports for the Board of Trustees and congregation
- Provide support to the Stewardship Team as needed
- Maintain knowledge of pertinent Federal and State regulations (including IRS, FICA, Workers Compensation)
- Maintain appropriate insurance and file claims as needed
- Maintain and secure personnel files, payroll records, vacation/sick leave records, etc. for all staff
- Manage health and dental program enrollments, pension program, other insurance for all staff

### **Building and Facilities Management**

The Office Administrator, working with the Sexton, Property Team and others, manages the use, maintenance, security and safety of all church property and facilities. Key activities in this role include:

- Supervise the Church Sexton
- Attend Property Team Meetings, and work with Property Team to assure proper maintenance.
- Manage the use of the facilities and grounds by outside groups and church members/friends and negotiate fees based on established policies.
- Collect rental income and fees from outside groups and users
- Recommend and implement policies regarding building use and rentals
- Plan, implement and manage facility security and safety so as to promote congregational and public use
  - In conjunction with other staff and The White Wing School, create, implement, and routinely test a Facility Safety Plan for fire, intruder, and weather related emergencies
  - Maintain security system database, control the use of building access keys, and ensure that all users are trained in the use of the security system
- Ensure that the Property Team is made aware of maintenance and repairs needs to office

equipment and the facilities and grounds that fall outside the Sexton's job duties

- Contact repairmen and oversee their work on office and church equipment, coordinate with the Sexton regarding outside vendors needing access to building or grounds
- Order supplies for buildings and office.
- Maintain list of outside contractors and contract for maintenance services as needed
- Schedule, supervise, and manage payments to contractors for operational services.
- Work with the Property Team to prepare the annual budget for operation of the facility
- Oversee all necessary building inspections and certificates and make necessary arrangements to correct deficiencies identified in tests and inspections
- Ensure that an inventory of church property and equipment is maintained

## **Qualifications**

### ***Education and Basic Skills***

- Associate's or higher college degree
- Demonstrate excellent written and oral communication skills and organizational skills
- Expertise in problem solving, volunteer management
- Committed to continued professional development through workshops, seminars, engaging with colleagues, other growth opportunities
- Proficient in application, use, and basic troubleshooting of standard computer hardware and software applications and office equipment, as well as Internet publishing and social media

### ***Experience Desired***

- Experience in vendor relations, equipment contracts, ordering and maintaining office supplies
- Experience in not-for-profit organization or church office management
- Supervisory and volunteer management experience helpful

### ***Personal Qualities***

- Respect for UU values and principles
- Committed to the mission of the Church
- Self-motivated with desire to lead
- Exhibit maturity, flexibility, good judgment, and ability to learn
- Manage multiple priorities while maintaining attention to detail
- Work effectively in a collaborative environment with staff and volunteers
- Maintain confidentiality and appropriate boundaries
- A sense of humor is always helpful!

### ***Hours***

This is a part-time job , thirty hours per week year round, and requires some evening and weekend hours.