

**UU Church of Columbia, Missouri**  
**Job Description**  
**Church Administrator**

Reports to: Minister  
Supervises: Office and facility volunteer, janitorial staff, Sunday morning assistant independent contractors.  
Works with: Facilities Team, financial committees, other groups on request of the minister.  
Status: Part-time (28 hours per week).

**Job Summary**

The Administrator supports the church's ministry by managing the church office, facilities, and communications, and by providing administrative support to the staff and lay leadership. From Monday through Friday, they are often the initial contact with the church, whether by members or by the general public.

***Essential Functions***

**Office Administration**

1. Manage church communications, both incoming and outgoing, and whether in-person or by telephone, electronic means, mail, fax, or other means.
2. Oversee systems of financial accounting (deposits, payroll, benefits, accounts payable, contribution records, expense reimbursements), ensuring timeliness and accuracy. Produce financial reports. Support the development of the annual budget, and monitor expenses against the budget. Produce and send pledge statements and annual contribution summaries.
3. Supervise office volunteers.
4. Maintain church records and member database.
5. Purchase office supplies and postage.

**Facilities Management**

1. Maintain the church master calendar for scheduling use of the building by church and outside groups; coordinate with committees for special events.
2. Supervise and monitor disbursement and return of building keys.
3. Ensure that office equipment is routinely maintained and repaired.
4. Have or acquire a general knowledge of city, county, state, and federal regulations that might affect the church building and grounds and their uses.
5. Supervise facilities volunteers to ensure that building and grounds are maintained and in good condition.

6. Be generally available outside of office hours for emergencies relating to the church building, or for questions relating to scheduling.

### **Assistance to Minister, Board, Ministry Teams, and Others**

1. Consult with the Minister on church administrative and financial matters and concerns.
2. Provide administrative assistance to the Minister, staff, and Board of Trustees, and to other groups on request of the minister. Provide information and reports as requested. Purchase supplies as requested.
3. Serve as staff liaison to the Facilities Team and financial committees, and to other groups on request of the minister.

### **Publications and Web Site**

1. Supervise the production of the Sunday order of service and its inserts, and any special orders of service.
2. Supervise the production of the church newsletter, weekly e-mail updates, and any required special publications.
3. Maintain the church calendar and other pages as requested on the website.

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### ***Minimum Qualifications***

1. Training and/or experience in bookkeeping, computers, communications, and facilities management.
2. Experience in church administration desirable.

### ***Core Competencies***

1. Strong organizational and management skills.
2. Good interpersonal and communications skills.
3. Proficiency with computers, specifically Microsoft Office Products and web applications.
4. Proficiency in bookkeeping.
5. Professional manner and positive attitude.
6. Willingness and ability to work collaboratively.
7. Understanding of congregational culture.
8. Ability to work with volunteers.
9. Ability to delegate.
10. Facility in writing, editing, and proof reading.