

## Church Administrator

### Position Description Summary (Full Time):

The primary responsibility of the Church Administrator is to be the point person who oversees the administration of multiple ministry programs and clerical tasks at Stanwich Church including Sunday Worship Services, Special Services, Special Events, and other programs. Core areas of responsibilities include: Program administration, creating-modifying-proofing documents, and various seasonal and miscellaneous activities.

The ideal candidate will possess a ministry presence and desire to serve, is highly personable, caring, flexible, has prior experience serving in a church or ministry environment, is a church member or will become a member, and a regular attender at Sunday Service. This individual will work closely and coordinate with the pastors, ministry staff, administrative staff, volunteers, and congregants.

The Church Administrator is responsible for a wide range of activities including:

1. Programs and Events:
  - a. Serve as administrator for both Sunday morning services and hospitality.
  - b. Oversee the updating, proofing, and delivery of various communications documents including bulletins, inserts, announcements, sanctuary projection materials, checklists, and Pastor's Perspectives.
  - c. Plan and support the audio-visual technician and supporting roles.
  - d. Serve as program administrator for Special Events overseeing the preparation, coordination of resources for Seasonal Worship Services, Weddings, Funerals, Memorial Services, Annual Meeting, and other events.
  - e. Serve as point person for lay leaders for church picnic, dinners, food collections, sign-ups, and other special events (including Pivot Sunday).
2. Administration:
  - a. Serve as Weekly Staff Meeting Administrator
  - b. Co-manage and update church calendar, database, and directory software.
  - c. Support the Elder Board – Orientation Packets, Elder Meetings - print Elder packets, meeting setup, and attend, take Meeting Minutes, and prepare Meeting Minutes Document.
  - d. Assist Administrative Assistant to answer and direct incoming calls.
  - e. Order and manage weekly Peapod food orders.

- f. As recording clerk of events, record all records of baptisms, memberships, weddings, funerals, and attendance.
3. Team Responsibilities:
  - a. Collaborate and support the Administrative Assistant.
  - b. Create Service and Event instructions for A/V tech and sexton.
4. Seasonal and Other Activities:
  - a. Coordinate details for seasonal activities such as Holy Week, Thanksgiving, Advent, and Christmas (partial list).
  - b. Support the administrator for Living Free prayer sessions.
  - c. Serve as point person for all “use of building” requests (ex. weddings).
  - d. Support Church Committee Meetings.
  - e. Administer all aspects of the Annual Meeting including preparing the Annual Report, sending out congregational mailing, and facilitating the meeting.

**Required Qualifications:**

- Have experience administrating, managing, and executing tasks similar to the above activities in a church or comparable environment.
- Be organized, diligent, collaborative, flexible, and service ministry driven.
- Possess strong written and verbal communication skills.
- Be skilled in the use of office productivity tools such as Microsoft Office, Google Docs, Gmail, and Calendar.
- Possess data base and Internet proficiency.

The Church Administrator reports to the Executive Director and coordinates as needed with the Administrative Assistant on other church events beyond this role.

From time to time the Church Administrator may need to support other church administrative staff including the Business Director.

Above all, the candidate must possess a commitment to serve God and His people with compassion, the ministry of mercy, and love to *Know Christ and Make Him Known*.

**Contact:**

If interested in this position, please email your resumé and cover letter to Bob Rieger, Executive Director at [bob@stanwichchurch.org](mailto:bob@stanwichchurch.org). Your cover letter should include a brief summary of your involvement and serving here at Stanwich, why you feel called to this opportunity to serve, and why you would be a strong candidate in the role of Church Administrator at SCC. For further inquiries, please call the church office and ask for Bob.