



**Willoughby United Methodist Church**  
**15 Public Square**  
**Willoughby, OH 44094**

## **JOB DESCRIPTION – Church Administrator**

### **Position Overview**

As the first impression of Willoughby UMC, the Church Administrator must exhibit qualities of radical hospitality to our guests, staff and members. This position is responsible for providing administrative and organizational support to a Church of over 500 members, their staff and committees, to support the overall growth and vision of WUMC.

- Be a person of genuine Christian character who loves the Church
- Can interact with parishioners, guests, committees, and staff in an enthusiastic manner that is helpful, courteous, pleasant, and professional.
- Supervise the office and custodial staff
- Serve as the Senior Pastor's executive assistant
- Act as a liaison between the congregation, committees and staff.
- Ensure the office runs smoothly, recommend and develop improved office procedures and systems.
- Be able to independently and proactively complete tasks and communicate to others.
- Attend weekly staff meetings
- Maintain confidentiality and use discretion in discussions of sensitive matters.

### **Primary Responsibilities- \*All Staff must be Safe Sanctuary trained and ensure their Ministry Field is compliant with Willoughby UMC's Safe Sanctuary Policy**

- Consistent positive greeting of visitors / members, answer phone and maintain phone messages
- Responsible for the weekday operation of the church office, building usage and maintenance coordination
- Supervise office support staff, volunteers, custodial staff, and other office personnel as assigned
- Serve as Senior Pastor's executive assistant
- Administrative responsibilities pertaining to the church's Safe Sanctuary Policy
- Assist other staff and ministry chairs with clerical and administrative support.
- Consult with Senior Pastor on a regular basis to review administrative matters relating to the operation of the church, its mission and welfare of membership
- In the absence of pastoral presence take initiative required to provide pastoral support and care
- Church Communications:
  - \* Marketing & Advertising - consistent with direction from staff and Senior Pastor
  - \* Website's electronic church calendar, Social Media & Email communication
  - \* Manage weekly / monthly process of content collection and creation to ensure effective communication consistent with Staff and Congregation objectives ie. Broadcaster, Bulletins, Weekly email blast



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\* Arrange for printing, collating and other effective means of distributing communication consistent with Staff and Congregation needs ie. Stewardship mailings, Advent & Lent mailings etc.

- Print special mailings, collate and mail Financial giving statements
- Prepare and monitor office budget
- Prepare year end reports
- Invoice coding
- Manage & Maintain church operations calendar
- Coordination of event scheduling
- Daily mail and distribute and maintain postage
- Maintenance of membership records
- Hospital list
- New Member support
- Collection of Covenant partner logs
- Distribution of RSO notifications to all staff including in-house counseling, Food Pantry Director, Willoughby Pre-School Director and outreach ministry leaders

**Secondary Responsibilities**

- Other duties as the need presents itself.

**Reporting Relationship**

- Reports to: Senior Pastor & SPR Liaison
- Works closely with all members of church staff, committees and membership.

**Skill Set/Education Requirements**

- Possess excellent written and verbal communication skills and the ability to interact with all levels of staff, committees and members
- Ability to manage multiple tasks and projects simultaneously
- Excellent attention to detail and priority management is essential
- Baccalaureate degree or equivalent experience
- At least 2 years administrative experience
- Must be able to work independently in an office environment
- Microsoft Word, Excel, Outlook, PowerPoint proficiency and ability to learn software
- Ability to operate all office equipment independently including, but not limited computer, copier equipment and publishing equipment.
- Will get the job done, whatever it requires.
- Flexibility

**Hours**

The position is full-time



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