

MORGAN PARK UNITED METHODIST CHURCH
11030 SOUTH LONGWOOD DRIVE, CHICAGO, IL 60643

Position Description: **Church Administrator**

The Mission of Our Church

To make disciples of Jesus Christ and nurture persons in Christian living. To witness to the world lovingly and justly as servants of Jesus by healing, caring, and embracing all people.

How This Position Contributes to Our Mission

The Church Administrator is often the first contact many people have with the church, representing the members and welcoming visitors, callers, vendors, building tenants, and the wider community. The administrator assists the Pastor and ensures the congregation has the necessary tools to conduct services and meetings. The administrator provides a public witness of a caring community of believers.

Primary Function

The Church Administrator is responsible for ensuring the efficient and effective operation of the church's administrative functions. This role supports the Pastor, church council, staff, congregation, and visitors through various administrative and clerical tasks. The Church Administrator will maintain church records, manage office supplies, oversee communications, and support church leadership and ministries.

The Church Administrator works under the supervision of the Pastor and is accountable to the Staff-Parish Relations Committee, the Trustees, and the Finance Committee. The office schedule is negotiated with the Pastor as the office and church needs change.

Responsibilities

Office Administration

- Maintain a well-organized and efficient church office environment
- Answer phone calls, respond to emails, and direct inquiries to the appropriate personnel
- Manage the church calendar and schedule appointments, meetings, and events
- Ensure that the church office is stocked with necessary supplies and materials
- Maintain office equipment and service contracts as necessary

Record-Keeping

- Maintain accurate records of church membership, baptisms, weddings, funerals, and other church events
- Maintain appropriate records of correspondences, worship materials, and committee records
- Update and manage the church's membership database and mailing lists
- Update and maintain church committee, workgroup, and volunteer membership lists and schedules (liturgists, communion stewards, etc.)
- Oversee the proper filing and archiving of church documents, financial reports, and legal paperwork
- Manage the time of staff, submission of timesheets, and assist in identifying replacement/backups as necessary

Communication

- Prepare and distribute weekly worship bulletins, newsletters, and church announcements
- Create fliers, posters, email campaigns, and programs for church events
- Update the church's website and social media platforms with current information about services, events, and activities
- Serve as the point of contact for communication between the Pastor, church members, and the community

MORGAN PARK UNITED METHODIST CHURCH
11030 SOUTH LONGWOOD DRIVE, CHICAGO, IL 60643

Financial Assistance

- Assist in tracking and recording financial contributions, pledges, and donations
- Work with the Church Treasurer and the Finance Committee to ensure financial statements and reports are prepared and distributed as needed
- Handle basic bookkeeping tasks, such as managing petty cash or processing reimbursement and invoices

Building Administration & Event Coordination

- Maintain rental agreements for building tenants and other occupants
- Receive and record all monies (via check or electronic funds transfer) from building rentals and non-contribution income and follow up on all late payments
- Ensure that building tenants keep up with their end of the rental agreement and maintain the cleanliness of their space
- Coordinate logistics for special church programming, such as weddings, funerals, and community events
- Manage facility use, including scheduling and preparing spaces for meetings, events, and other gatherings
- Maintain a building rental calendar for ease of scheduling with potential users of the space
- Maintain a comprehensive operating schedule of building use and provide custodial staff with setups

Miscellaneous

- Participate in weekly one-on-one meetings with the Pastor
- Attend bi-weekly staff meetings in person
- Provide other administrative assistance as determined in consultation with the Pastor

Qualifications

The Church Administrator must possess communication, financial, time management, computer, and administrative skills.

- High School Diploma or GED required; Associate's or bachelor's degree in business administration, office management, or a related field, preferred
- Experience in office administration, preferably in a church or non-profit setting
- Strong organizational and multitasking skills with attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace (Docs, Sheets, Slides, Gmail, Calendar, Meet, Chat, Contacts)
- Proficiency in office management software
- Ability to maintain confidentiality and handle sensitive information with discretion
- Excellent written and verbal communication skills
- Knowledge of basic accounting/bookkeeping is a plus
- Friendly, welcoming, and approachable with strong interpersonal skills
- Self-motivated, proactive, and able to work independently with minimal supervision
- A team player with a cooperative spirit and positive attitude
- Ability to communicate effectively and efficiently with the Pastor, staff, church members, visitors, callers, vendors, building tenants, and the wider community

Additional Notes

Position Type – Part-time, year-round

Compensation – \$16.20 per hour or commensurate with the individual's skills and experience.

MORGAN PARK UNITED METHODIST CHURCH
11030 SOUTH LONGWOOD DRIVE, CHICAGO, IL 60643

Probationary Period – The Church Administrator will undergo a probationary period of a minimum of three (3) months from the hire date, after which a probationary performance evaluation will occur. During this period, either party may terminate employment with or without cause or notice. Upon completing this period, the Church Administrator will be considered a regular employee, subject to the rights and responsibilities outlined in this document and local employment laws.

Office – The Church Administrator will work from the main church office and maintain the following hours: Monday-Friday, 10 AM – 2 PM, or other scheduled hours as determined.

Annual Performance Evaluation – The Church Administrator and all other staff members will participate in annual performance evaluations between March and April.

Equal Opportunity Statement

Morgan Park United Methodist Church is an equal opportunity employer and does not discriminate based on race, color, national origin, sex, age, disability, or any other legally protected status.