

**Job Description
Church Administrator
Unitarian Universalist Church of Cheyenne**

Beginning date: PROPOSED October 2018
Works with: Listed in Church Administrator Job Description
Reports to: Minister

Job Expectations:

A. Bookkeeping

1. Financial Transactions

- a. receive donations and pledges
- b. prepare and make deposits

2. Personnel

- a. get proper IRS paperwork for newly hired staff - W-4 and I-9 forms
- b. provide staff with employee benefit information
- c. maintain contracts and job descriptions
- d. maintain staff time sheets
- e. complete background checks

3. Pledges

- a. maintain records and letters regarding memorial contributions and designated funds
- b. maintain pledge forms

4. Accidents/Incidents

- a. communicate with liability insurance company re: coverage/claims
- b. maintain accident reports
- c. complete Wyoming Worker's Compensation reports/claims
- d. complete and maintain reports re: thefts/crimes

B. General Church Administration

1. Office/Administration

- a. maintain weekly church office hours
- b. maintain church master calendar for activities
- c. schedule all building use
- d. maintain all essential church records, including but not limited to membership book, board and annual meeting minutes, articles of incorporation, By-Laws, policy and procedural manuals
- e. order and maintain office supplies for church, Minister and DRE
- f. purchase and maintain office equipment

- g. interact with vendors, weekday visitors and members
- h. maintain/update church use software
- i. recruit and supervise volunteer support as needed

2. Communications

a. Communications In Office

- 1. answer the church telephone, receive and relay telephone messages
- 2. receive and distribute mail
- 3. answer church email correspondence during office hours
- 4. answer written correspondence as necessary
- 5. send UCC This Week by email once a week and publish online
- 6. prepare special email announcements as necessary

b. Association/District

- 1. route communications from UUA/MDD to appropriate church leaders
- 2. update UUWorld Magazine with membership additions, changes in address
- 3. communicate count of members for UUA Annual Certification

c. Bulletin Boards

- 1. post appropriate church, denominational, and community notices
- 2. maintain bulletin boards in all main floor areas except social hall

d. Foyer Displays

- 1. monitor literature and displays in foyer
- 2. update or replace sign up sheets, other weekly-use materials
- 3. replace UCC/denominational materials as needed

e. UCC Website

- 1. coordinate and share information with UCC webmaster
- 2. maintain online church calendar on website
- 3. post Focus and This Week & Beyond to website

f. Social Media

- 1. monitor and update the Facebook page
- 2. work with Marketing Committee and staff to develop and maintain other social media accounts

3. Facilities Management

- a. maintain keys to church and master list of who has keys checked out

- b. schedule all appropriate Building Use Requests from UCC groups, committees, and activities
- c. maintain and post weekly the building use room assignments
- d. coordinate and schedule all appropriate building use requests, including:
 - 1.) showing the building
 - 2.) receiving a signed Building Use Agreement and answering any questions
 - 3.) receiving all appropriate fees and deposits
 - 4.) providing clean-up checklist
- e. communicating any clean-up or repair needs to sexton(s) or Building and Grounds; retaining deposits where appropriate

4. Board and Committee Support

Executive

a. Board

- 1. maintain permanent records of Board minutes
- 2. handle any church mailings as directed by the Board
- 3. send notice to all church leaders for Annual Report
- 4. handle all preparation of Annual Report

Administrative

b. Compensation and Benefits Committee

- 1. maintain file of staff contracts and provide information as needed
- 2. Receive and distribute UUA communications about benefits and compensation

Finance

c. Fundraising, Stewardship

- 1. coordinate with yearly giving campaign by handling member mailings as requested, any necessary printing and purchasing of supplies
- 2. handle administrative support of approved church-wide fundraising activities

Ministry

d. Membership & Pastoral Care

- 1. maintain and update membership database
- 2. edit and print Membership Directory 2X per year or at Board request
- 3. receive visitor cards, record and share information with appropriate church leaders
- 4. handle visitor letters or postcards
- 5. prepare name tags as needed

6. provide membership mailing labels as requested for approved church-wide mailings
7. update and print UCC brochures, New Member packets, and visitor packets/other necessary ministry printings
8. as received, communicate Pastoral Care needs to community or appropriate church leaders

Worship

e. Sunday Services

1. update and print announcements
2. when necessary, prepare and print Order of Service
3. maintain a database of worship service attendance
4. communicate with Minister or worship coordinators as needed

Lifespan Faith Development

f. Religious Education for children and teens

1. communicate with Director of Religious Education and program coordinators as needed
2. facilitate the program needs of DRE or RE volunteers (train in use of office equipment, direct them to supplies)

g. Adult Religious Exploration

1. communicate with volunteer program leaders
2. facilitate the program needs of ARE volunteers (train in use of office equipment, direct them to supplies)

Social Action

h. Social Action

1. assist with communication of activities and programs
2. facilitate the program needs of SJ volunteers (train in use of office equipment, direct them to supplies)

C. Staff Support

- a. provide administrative support to Minister, e.g. phone messages, printing of materials, regular communication, other support as requested
- b. provide administrative support to DRE and Music Director—phone messages, office support as needed and approved by supervisor

D. Evaluations

- a. Employee will participate in an evaluation process to be determined by the Minister, board and staff.