



Administrative Coordinator

Job Description

Full Time: 40 hours a week

Reports to the Senior Minister

Purpose of Position: The Administrative Coordinator at First Congregational offers a welcoming voice for the community and a keen eye for detail in the office. This 40-hour full-time position provides support for church staff and leaders, effective management of records, support of financial matters such as recording and depositing weekly contributions, facilities scheduling, and a reliable communications hub for all aspects of church work.

Administrative

- Act as first responder for front doors, phones, email, and website inquiries
- Provide administrative assistance and support to minister(s), non-ministerial staff, and church leaders, including Board and committee members as well as Ministry Area Captains and Ministry Teams, as time allows
- Provide administrative oversight for the office, machines and equipment, contracts, supplies, and repairs
- Maintain all administrative files. Continue to organize, re-organize and maintain all administrative files: Executive Board, Annual Reports, church history, Sunday bulletins and sermons, contracts, warranties. Create new set of appropriate annual administrative files at beginning of each new year
- Maintain lists of greeters, liturgists and communion servers
- Maintain “Time and Talent” inventories
- Review and record visitor attendance information weekly, coordinate responses to requested information, and follow-up with the Senior Minister and Deacons
- Record all statistics for the year – new members, transfers in/out, deaths, baptisms, etc., and report to the UCC
- Check all areas that contain dated information and recycle or dispose of all outdated material weekly and, as needed, in a manner that protects confidential information
- Maintain calendars for Senior Minister and church staff to enable timely contact in the event of emergency or other need

Rev. Dr. Kimberleigh Buchanan
Senior Pastor

Andrew Hoots
Youth Ministry Coordinator

Nadine Hamby
Administrative Coordinator

Social Media

- Keep all information across all platforms relevant, consistent, and updated
- Maintain Facebook page: create events, post photos, and create and share posts
- Maintain website: update events and pages, create slides for the homepage, upload weekly bulletins and written versions of sermons, and make any necessary changes
- Generate content, coordinate, compile, edit, and distribute weekly e-newsletter and other periodic mailings to congregation. Work with staff to include relevant and accurate weekly content including a weekly letter from the minister

Facilities Scheduling and Oversight

- Maintain a property/equipment inventory list with dates of purchase
- Schedule usage of facilities, including facility tours and maintain fee collection history records
 - Maintain a list of issued keys and deposits
 - Serve as a liaison with the events coordinator
 - Act as point of contact for facility usage contracts

Financial

- Serve as liaison to Bookkeeper: provide supplies; answer office procedure questions within appropriate realm; refer Finance questions to Finance, Trustees or Senior Minister; review, verify and approve payment of administrative and office invoices; collaborate with Bookkeeper in contract renewals and in bank/credit card administrative management
- Prepare and deliver to the bank a Monday deposit of all checks and cash received at worship the preceding day
- Prepare deposit sheet for records, a copy of each check and notation of each cash donation
- Enter credit card purchases into Quick Books based on online statement and receipts rendered
- Enter automated clearing house (ACH) deposits into Tithe and summary information into Quick Books
- File deposits, bills, receipts, statements

Production

- Select cover image, format text, assemble elements of liturgy and announcements, print and distribute Sunday bulletin
- Produce mailings: fold, stuff, label, stamp, and mail. Include mid and end of year contribution statements in collaboration with bookkeeper and Treasurer
- Pick up and deliver mail at US Post Office
- Coordinate collection of FCUCC annual reports from Ministry Team chairpersons and church leaders, compile, prepare cover page, table of contents, and print and distribute report

- Produce informational material such as quarterly brochures, pamphlets, etc.
- Create informational material for new visitors or public events
- Create, print, and distribute financial forms such as pledge cards, ACH Draft Forms, etc.
- Prepare materials for distribution at annual meetings

Meetings

- Take notes at weekly staff meetings

Technology

- Maintain proficiency in all church software, particularly Servant Keeper, the church member/management system
- Maintain current lists/directories of church members and friends, including contact information, within appropriate software
- Ensure church communications are being sent to the appropriate email/mail recipients