

Job Description: Church Administrator

[Church Name] · Approved by SPRC [date] · Reviewed [date]

Reports to: [the pastor / other] **Supervises:** [none / custodian / nursery staff] **Classification:** [full-time / part-time] · [exempt / non-exempt — see above] **Hours:** [] per week · [core office hours] **Compensation:** [range or rate], reviewed annually with the budget

Purpose

To keep the church's daily operations, communications, and records running, so that the pastor, staff, and volunteers can do ministry rather than administration.

Core responsibilities — FULL TIME (30–40 hrs)

Office and reception - Maintain regular office hours; answer phone, email, and door. - Order supplies; manage the copier, postage, and office equipment contracts. - Serve as first point of contact for vendors and building users.

Communications - Produce the weekly bulletin, monthly newsletter, and email announcements. - Maintain the website calendar and social accounts [specify which]. - Prepare and distribute worship materials as directed by the pastor.

Records - Maintain membership and attendance records, including baptisms, marriages, and funerals, and prepare statistical reports for charge conference. - Maintain the account register, key log, and document register. - Keep the church calendar and manage facility-use scheduling and agreements.

Financial support (*support, not control — see the note below*) - Process and record contributions as directed by the financial secretary. - Prepare check requests and maintain vendor files. - Assist the treasurer with reports to the finance committee.

Ministry support - Coordinate volunteer schedules for worship and office. - Support committees with meeting notices, room setup, and minutes distribution. - Maintain confidentiality of pastoral, personnel, and financial information.

At HALF TIME (15–20 hrs) — what changes

Keep: office hours (reduced and published), bulletin, records and statistical reporting, facility scheduling, contribution processing.

Cut or move: the newsletter becomes quarterly or moves to a volunteer; social media moves to a volunteer team; committee support narrows to meeting notices only, with minutes kept by each committee's own secretary; volunteer scheduling moves to a lay coordinator.

Say plainly in the posting: **office hours are [days/times], not “whenever needed.”** Half-time administrators are the single most over-drafted role in a church, because the building is open and they are in it.

At QUARTER TIME (8–10 hrs) — what changes

Keep only: the bulletin, the records that must be kept for charge conference, and contribution processing. Realistically, one or two fixed days a week.

Everything else moves or stops: newsletter, social media, calendar management, vendor coordination, volunteer scheduling, committee support. If the church cannot name where each of those went, it has not made a quarter-time job — it has made a full-time job with a quarter-time salary, and it will lose the person within a year.

At this size, be explicit about **what happens when they are not there**: who answers the phone, who opens the mail, who lets the piano tuner in.

Qualifications

- Organized, discreet, and comfortable with interruption.
- Competent with [specify: Google Workspace / Microsoft 365 / church database].
- Able to hold confidences absolutely.
- [CHOOSE: church membership is **not** required for this role in most churches — decide deliberately rather than by default, and if you do require it, know why.]

Screening

This position requires a background check [and Safe Gatherings-type training if the role involves unsupervised access to children or vulnerable adults], completed before the first day of work.

Working conditions

Primarily office-based. Occasional evening or weekend work for [specify — charge conference, major services]. [If the role includes lifting, standing, or setup, say so concretely.]

This is a starting point, not legal advice. Employment law varies by state, and your annual conference may have policies that go beyond the Discipline. Before you rely on anything here for a hiring, firing, or compensation decision, run it past your conference office or chancellor.

Paragraph references are to the 2020/2024 Book of Discipline. This document paraphrases; for the binding text, see the Discipline itself.

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