

Church Administrator
Trinity Church
A Campus of Brentwood United Methodist

Submit Resume to: hr@bumc.net

Reports to: Campus Pastor

Ministry Position Description:

The Church Administrator provides business, communications, and operational/organizational support for sustaining and growing the ministry of Trinity Church. Responsibilities include general office management and financial/bookkeeping support. The Church Administrator will be responsible for a vital communication link between Trinity Church and our parent campus - Brentwood United Methodist Church.

Job Responsibilities:

Office Management

- Oversees purchasing process (e.g. purchase orders, requisitions, ordering of needed supplies and materials)
- Maintains relationships with vendors
- Coordinates the maintenance of all office equipment and computers
- Maintains Church programming calendar

Financial Management

- Works with parent campus and Finance Committee to administer church budget
- Reconciles monthly statements

Facilities Management

- Oversees facilities calendar
- Manages process of outside groups using church facilities
- Oversees weekly cleaning of church
- Manages process of addressing needed maintenance

Communications Management

- Responsible for quality of all church communication and oversight of church website, social media, and other internal/external communication
- Generate and distribute weekly mass email communication
- Prepare bulletins for each service

Trinity Congregational Teams

- Participates on the Communication Team and Operational Team
- Participates in the building of different administrative teams when necessary and appropriate.

The Administrator will be responsible for additional duties as assigned by the Campus Pastor.

Qualifications and Skills:

- Bachelor's Degree in Business Administration or related field highly preferred
- Previous experience in Church Administration or Office Administration highly preferred
- Strong computer skills (Microsoft Windows, Word, Excel, Access, PowerPoint, Outlook, Website maintenance)
- Demonstrated ability to build teams of volunteers
- Self-starter who takes initiative and anticipates needs
- Positive and flexible attitude
- Organized and detail oriented
- Excellent people skills
- Excellent communication skills, both written and oral
- Enjoys a team environment and a job they can build, grow, and evolve
- Analytical, systematic, steady, conscientious, even-tempered, humble, tactful

Work Schedule:

- Part-time position – 25-30 hours a week
- Some evening and weekend work hours required