

**The Community Church of Sebastopol, United Church of Christ  
Employee Job Description**

This document was created on August 22, 2018 and reviewed September 17, 2021.

**Job Title:** Congregational Administrator

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**Reports To:** Lead Minister

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**Salaried or Hourly:** Salaried

**Eligible for Overtime:** No

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**Supervisory:** Yes      **Employees:** Yes      **Volunteers:** Yes      **Contractor/Vendor:** Yes

*Supervisory responsibilities include assigning, scheduling, monitoring, and controlling work; evaluating and managing performance; interviewing, hiring, training, and orienting employees; making salary recommendations; and recommending discipline or termination when necessary.*

**Financial Responsibility: Budget:** Yes

**Restricted Funds:** Yes

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**Employee Positions Supervised:** Custodian, Bookkeeper

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**General Purpose:** Supports the mission of The Community Church of Sebastopol by providing excellent administration of the congregation's business functions.

**Essential Duties & Responsibilities:**

- Manages church office, assuring an orderly appearance and adequate supplies.
- Understands and communicates church policy clearly and consistently with diverse public.
- Provides hospitality by answering phones, greeting visitors, and managing a variety of office duties, including training and supervising office volunteers.
- Oversees use of the facility by maintaining the master facility calendar, administering use contracts, and coordinating with groups and individuals who use the facility.
- Produces regular and special communications, including website content, weekly bulletin and email, monthly newsletter, annual report, and periodic mailings.
- Maintains church's people database, updating member information, tracking attendance, creating reports, generating visitor letters, and producing membership directories.
- Maintains confidentiality around private member financial and personal information. Exercises discretion and wisdom regarding what to do with information you become aware of.
- Supervises Custodian to provide cleaning, maintenance, and event set-up services.
- Supervises Bookkeeper to manage incoming payments and outgoing expenditures.
- Partners with Council Officer for Facilities in support of an excellent physical plant. Attends monthly meetings of Leadership Council and Facilities Committee.
- Attends weekly staff meeting to collaborate with staff team.
- Completes other duties as determined by supervisor.

***Minimum Requirements:***

***Education:*** High School diploma. Prefer college degree.

***Experience:*** Prefer five years in a setting working directly with public, mastering computer software, and managing the business affairs of a non-profit.

***Other background demonstrating the following knowledge, skills and abilities:***

- Appreciation for the ecumenical mainline Protestant theological and liturgical traditions.
- Willingness to model the mission of the Church in word and in deed on and off the job.
- Ability to organize and prioritize tasks, and to effectively manage work time.
- Ability to interact with people of all ages in person and on the phone.
- Ability to communicate effectively both verbally and in writing; to compose accurate hard and soft copy communication pieces; to explain job expectations to volunteers; to respond to suggestions and complaints in an effective and appropriate fashion.
- Knowledge of basic clerical skills. Ability to use basic office machinery, computer applications and the Internet, and to organize records efficiently.
- Ability to maintain confidential information reliably.
- Skill in collaborating with staff and lay leaders to support the mission of the church.
- Demonstrated problem-solving skills that result in a harmonious completion of responsibilities and that encourage cooperation and support among all who serve the church.
- Demonstrated ability to work cooperatively with persons of every age, race, religion, sexual orientation, gender expression and identity.