

## Job Description: Church Administrator (Full-time)

Kernersville Moravian Church 504 South Main Street Kernersville, NC 27284  
336-993-3620 FAX: 336-893-7052 kernersvillemoravian.org



**SUPERVISOR:** Senior Pastor

### TERMS OF EMPLOYMENT AND COMPENSATION:

- Employment will be considered to be full time.
- Salary and benefits will be determined based on the experience a candidate brings to the position

### REQUIRED QUALIFICATIONS AND SKILLS:

- An openness to Moravian theology, traditions, and practices; a commitment to Christian care/compassion.
- An Associate level college degree or higher.
- Five years of progressively more responsible service in an office administration environment or a combination of education and experience.
- Demonstrates honesty, dependability, independent motivation, and mature judgment.
- Is able to maintain confidentiality and healthy boundaries between personal and professional life.
- Is tactful, organized, stable under pressure, discerning, and possesses strong interpersonal skills.
- Demonstrates excellent oral/written skills (including grammar, spelling, and sentence structure).
- Is proficient in operating typical office equipment
- Is proficient or willing to learn a variety of Windows or internet-based computer programs including, but not limited to: Microsoft Office 365 (including SharePoint as a collaborative tool for the ministry team), PowerChurch, TeamUp, MailChimp, PhoneTree, Zoom, YouTube, and social media platforms.
- Willingness to learn new computer programs, which, in the opinion of the Church Board, will enhance the ministry and service of the church office.

### POSITION DUTIES AND RESPONSIBILITIES:

- Public Information
  - Represents the church well and professionally in all contacts.
  - Graciously provides or oversees reception services for all visitors, callers, fax, and email communications providing appropriate and timely responses.
  - Make referrals as necessary for requests.
  - Maintains both historical and current "quick reference" Board and Committee listings.
  - Keeps website, social media, and church sign updated as needed.
- Operations
  - Maintains both the published public website-based calendar and an internal detailed working calendar of the congregation.
    - Keeps these calendars current at all times.
    - Ensures that all announcements are noted in the working calendar.
  - Assists all boards, committees, and other task groups with administrative tasks.
  - Coordinates church calendar with janitorial services on a weekly basis.
  - Assures the proper care and maintenance of office equipment and systems.
  - Maintains vendor, service provider, and systems information for all technology and buildings; including contact information, service notes and schedules, username and password credentials.
  - Contacts the chair or board liaison of the Maintenance Committee when problems arise with buildings or groundskeeping. If unavailable, contacts the chair of Trustees.
  - Maintains Office Procedures list, keeping this current and readily available.
  - Keeps a Policy and Procedure Manual for the congregation up to date.
- Record-keeping
  - Maintains current member records, congregational data and information, and shares this information as needed. This includes, but is not limited to:

- regular reconciling and updating of PowerChurch, MailChimp, online and printed Church Directories, PhoneTree, and paper records, seeking to keep current at all times
    - attendance for activities and programs of the church
    - reviewing and keeping current the mailing list for The Moravian Magazine.
  - Gathers and archives all minutes and information of committees, councils, boards, or other task teams in both digital and print formats.
  - Gathers pertinent information for the production of all official records of the congregation for annual submission to the Moravian Archives.
  - Gathers annual reports and prepares meeting packets for Reporting Council in February and Voting Council in November.
  - Assists in filing all necessary reports with the Province and other organizations.
- Publications
  - Coordinates with the pastoral staff team and members to produce weekly worship bulletins and programs for other events using defined layouts. A proof copy should be prepared by Wednesday.
  - Gathers, composes, edits, and proofreads articles for producing the Church newsletters, website, weekly email updates, brochures, press releases, social media, ads and other publications.
  - Mails, emails, posts, and distributes congregational communications.
  - Supports the production and appropriate copyright attribution for print and digital worship resources (slides, printed bulletin inserts, special service odes).
- Staff Support
  - Provides clerical and administrative support for the ministry team, including composition and preparation of routine letters and memoranda
  - Activates the church phone tree and sends special email notices as directed for member deaths or special events.
  - Assists in the preparation and distribution of Board member meeting packets one week prior to scheduled meetings. Keeps records of “Use of Building” requests and ensures the calendar is clear for the date/time being requested, submits requests via board agenda for approval.
  - Creates and manages a care-giving database for the congregation in consult with Pastors, Acolyte, Parish Nurse, Boards, and the Membership committee.
  - Inventories, purchases, maintains, and distributes necessary office supplies for staff and volunteers.
  - Distributes incoming mail to appropriate recipients and makes outgoing postal runs as needed.
  - Assures that office operations are efficient, courteous and responsive.
  - Organizes and coordinates the volunteer team of office angels to support the office tasks.
- Provides additional, agreed-upon duties as needed.

**SPECIAL NOTES:**

- With or without reasonable accommodation, the Church Administrator must have sufficient stamina, sense of vision, hearing, neuromuscular control and touch in order to carry out the necessary tasks of the position.