

**CHURCH OFFICE ADMINISTRATOR ~ JOB DESCRIPTION  
TRINITY PRESBYTERIAN CHURCH**

**PURPOSE:** To support the ministry of Trinity Presbyterian Church as described in this job description.

**REPORTS TO:** Pastor/Head of Staff

**MINIMUM REQUIREMENTS:**

- Full-time (35 hours per week)
- Warm and welcoming personality
- Proficient in Microsoft Office Suite
- Organized, flexible, and able to multi-task
- Proficient with database software and management
- Committed to being in ministry with a diverse group of people

**1. Serve as Church Receptionist**

- Welcome visitors and church members and provide access to church facilities during week
- Receive and open mail
  - U.S. mail and packages from delivery services
  - General e-mails to church
  - Route mail to appropriate individuals
- Answer general phone calls courteously and pleasantly, and forward as appropriate

**2. Administer the Church Office**

- Maintain all supplies and office machines
- Support the Pastor/Head of Staff
  - Attend staff meetings as required or necessary
- Coordinate the church calendar, building usage and handle room reservations (and post copies in appropriate locations)
  - Schedule weddings and funeral/memorial services as necessary
  - Serve as liaison for outside organizations and groups that use Trinity facilities (Board of Elections, AA, civic and community groups, etc.)
- Maintain membership database for use by all ministry teams and for mailings
  - Provide information to *Triangle* on births, marriages, deaths
- Maintain all church files and other important documents (Memorials and Special Gifts registers) in the business-like manner
  - Maintain Memorial Garden register
- Oversee all mailings (train and recruit volunteers as necessary)
- With the guidance of the Clerk of Session, the Church Treasurer, or an officer of the Board of Deacons, work cooperatively to provide documents and files needed by each and arrange for their distribution and retention
- Financial administration
  - Review and approve invoices. Knowledge of budget accounts and departments should be gained over time.
  - Monitor status of budget accounts to insure the appropriate level of spending is maintained based on the budget. Inform and discuss any issues with the head of staff.
  - Maintain petty cash box for church
  - Prepare payroll for employees and contractors and maintain tax records

- Prepare and provide appropriate tax documents to staff (W2s) and contractors (1099NEC). Also provide income tax documents to all reporting agencies (IRS, SSA, State of Delaware, etc.).
    - Prepare and maintain direct deposit information for staff.
    - Pick up the bank bag and return to Tellers' drawer each week
  - Prepare background checks as necessary and maintain confidential results
  - Recruit, train, and maintain a cadre of volunteers to support the church office
- 3. **Support worship services and related worship activities**
  - Prepare and print all worship bulletins and inserts
    - Support preparation of pastoral prayer list
  - Maintain visitor information file
  - Report music copyright information as required
  - Arrange for piano tuning as necessary
  - Prepare certificates for new members, officers, baptisms, weddings, etc.
  - Connect with Head Usher and Flower Coordinator as required
    - Provide information to Head Usher on liturgical colors
  - Order and oversee preparation of special offerings (coordinate with volunteer)
  - Order special worship supplies (Eco palms, prepacked Communion Elements, etc.)
- 4. **Coordinate facilities needs and issues (in cooperation with the Head of Staff)**
  - Supervise the contracted Facility Cleaning Service
  - Schedule special cleanings as required/necessary
  - Maintains Vendor Contact List in cooperation with Head of Staff
  - Keep Building Team apprised of special needs
    - Third Thursday work list, fountain maintenance, garden maintenance, etc.
  - Maintain, distribute, and retrieve church keys
- 5. **Support various ministries of the church as requested**
  - Annual church directory
  - Annual mission book
  - Prayer Tree
  - Friendship House/Clothing Bank donations
  - Order and distribute Upper Room booklets as necessary
  - Other ministry outreach projects as needed
- 6. **Support communications of the church**
  - *Triangle*
  - Bulletin and NOTES
  - Special mailings
  - Email Blasts
  - Church Website
  - Social Media
  - Bulletin Boards in various locations and for various purposes
  - Information racks in various locations
- 7. **Other duties and responsibilities may be assigned from time to time**

**Compensation: Commensurate with experience.**

**Position: Exempt – benefitted**

**Position review: First year: six month review and then annually or as necessary.**