



CELEBRATING 300  
YEARS OF CARING  
FOR THE HEART  
OF KILLINGLY

1715  
2015

## CHURCH ADMINISTRATOR JOB DESCRIPTION

### SUMMARY OF JOB DESCRIPTION

Our thriving, progressive faith community is in search of a **Church Administrator**. The Church Administrator is the professional face of the church during the week and the point of contact for church and community members.

### RESPONSIBILITIES:

- **Church Administration**
  - Daily operation of the church office
  - Scheduling and management and the building access
  - Preparation of written and digital publications
  - Act as a receptionist and liaison with members of the congregation and community
  - Maintain confidential records and information including financial records
  - Maintain directory
- **Ministry Empowerment and Facilitation**
  - Attend monthly board meetings
  - Follow up with board members on assigned action items
  - Promote and administrate (as needed) upcoming events and programs
  - Apply for grants to support programs
- **Pastoral Enablement**
  - Schedule pastoral visits
  - Complete projects assigned by pastor

### HOURS ARE:

- Monday-Friday, 9am-1pm, Monthly Board Meetings (3rd Monday of the Month, up to three hours), Monthly Directory Sundays (1 hour per month).
- Total number of hours is 20/week, with an additional 4 per month. Overtime available.

### THE IDEAL CANDIDATE WILL:

- Excellent communication and customer service skills including the ability to maintain confidentiality and handle sensitive information wisely and on a timely basis
- Knowledge of computer programs including QuickBooks, Excel, Word, Publisher
- Organized with ability to multitask effectively
- Excellent attention to detail with strong project management skills.
- A quick study
- Dress professionally

**COMPENSATION:**

- Compensation is \$15 to \$17/hour dependent on experience

**ELEGIBILITY REQUIREMENTS:**

- Be at least 18 years old
- Successfully pass a background check
- Not be a member of Westfield Church

**APPLICATION PROCESS:**

Submit resumé, cover letter, and two references to the attention of The Rev. Jonathan Chapman at [jon@westfielducc.org](mailto:jon@westfielducc.org). **All applications must be received by email. Applications submitted solely through Facebook will not be considered.**