

## Job Opportunity

Job Description: Church Administrator

Qualifications for this ministry include:

A call from God to serve through ministry. An active relationship with Jesus Christ as Savior and Lord. An ability to call others into Christian ministry. A love and respect for people. Strong communication skills. An ability to organize, co-ordinate, and motivate committee and team leaders and members. Working knowledge of Microsoft Office suite applications. Creative writing abilities to enhance written office communication, either via web site, hard copy newsletter, or other means. Supervising staff; this involves the ability to delegate and oversee projects or various responsibilities related to communication and membership responsibilities. Experience with technical aspects of office infrastructure: for example, networks, wireless internet connections, copy equipment, office telephone systems, etc.

Responsibilities for the work of the Church Administrator:

- Minister to visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Maintain confidentiality.
- Work with various Committee/maintain minutes.
- Order supplies needed for the Pastors, Custodian and Office.
- Develop and mail meeting notices and other information.
- Work with the Financial Secretary with weekly donations.
- Keep the official church calendar: maintain scheduling and event calendars.
- Work with the church bookkeeper to see that all bills are coded, posted, and paid for the Charge and for John Stewart in a timely manner.
- Enter the On-line giving from Vanco Funds into the data base and give monthly report to the Bookkeeper.
- Prepare and transmit payroll to Mizick Miller semi-monthly and monthly. Enter direct deposit figures for payroll into Premiere Bank.
- Ensure Taxes are paid – city, state, federal, and school for JS and the Charge as well as the Bureau of Workers Compensation.
- Serve as the Church Charge Conference Secretary and assist pastors with the reporting, scanning and filing of reports to the district office for the Charge.
- Work closely with the Trustees – reporting and tracking repairs and needs.
- Work closely with the Custodians.
- Assist pastors with the annual reporting. Collecting data, data entry and filing of the reports for the Charge.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material including minutes of committee meetings and historical files.
- Serve as Membership Secretary: Record membership in computer and Membership Record System book; quarterly keep off-site electronic back-up for John Stewart.

- Record Members for the Charge in the data base for special mailings.
- Develop and mail newsletters, bulletins, leadership sheets, letters, and other information for the charge.
- Acknowledge memorial gifts in a timely fashion.
- Monitor and order office supplies.
- Attend one to two evening meetings per month.

Please submit your Cover Letter and Resume to one of the following by **November 9, 2022**:

- Mail to > JSUMC SPRC, PO Box 333, Upper Sandusky, OH 43351
- Email to: [churchoffice@johnstewartumc.com](mailto:churchoffice@johnstewartumc.com)
- Drop off to JSUMC, 130 W Johnson Street, Upper Sandusky, Ohio