Gardens Presbyterian Church

Job Description: Church Office Administrator

The Church Office Administrator is responsible for the day-to-day administrative and operational functions of the church. This position provides essential support to the pastor, Session, church members, visitors, and affiliates to ensure the smooth and efficient operation of the church ministry. Responsibilities include administrative support, facility management, record-keeping, communications, and support for church programs, services, and special events. In addition, applicants will be required to pass a background check and take part in training.

Key Responsibilities

1. **Administrative and Executive Support**
    - Provide administrative support to the pastor in matters related to ministry operations and church administration.
    - Perform general office duties, including data entry, filing, document preparation, telephone support, and maintaining office supplies.
    - Greet and assist visitors, members, vendors, and callers.
    - Maintain an organized/efficient church office, keep office supply stocked.
2. **Facility and Property Management**
    - Coordinate day-to-day operations/maintenance of church building & grounds.
    - Oversee vendor relationships and contracts, coordinate repairs and maintenance, and monitor facility-related expenses.
    - Support safety/compliance requirements, promote preventive maintenance and cost-effective facility operations.
    - Monitor/coordinate the use of church facilities by outside groups, including scheduling, key distribution, and collection/tracking of required insurance certificates.
    - Communicate facility policies and coordinate building access as needed.
3. **Membership Records and Church Communications**
    - Coordinating with the pastor, prepare and distribute weekly church announcements, meeting documents, email newsletters, and other electronic communications, and
    - Help prepare, print and distribute weekly worship bulletins and other church materials.
4. **Worship Services and Special Events**
    - Assist in the presentation of weekly Sunday worship, enabling the church to live-stream services and to coordinate the sanctuary power point screens.
    - Assist in coordinating schedules, materials, and facility needs in support of worship services and ministry activities.