

Jarrettown United Methodist Church
Church Administrator Job Description
June 2026

GENERAL DESCRIPTION: The Church Administrator will be responsible for overseeing the daily operations of the church office and facilities, coordinating facility use schedules and facility maintenance, maintaining congregational records and supporting member relations, and producing communications related to all church ministries.

KEY RESPONSIBILITY: Oversee the daily operations of the church office and facilities

- Process incoming mail and monitor emails and voicemails
- Keep office supplies, postage, kitchen products stocked
- Order custodial items as requested
- Keep lobby materials updated (ex: name badges, welcome bags)
- Work with treasurer for invoices and expenses, as well as keeping petty cash updated
- Set heat/air weekly for building usage

KEY RESPONSIBILITY: Coordinate facility uses schedules and facility maintenance

- Work with Trustees to keep Contracts up to date and schedule services/inspections for all buildings
- Coordinate all church rentals and usage by outside entities

KEY RESPONSIBILITY: Maintain congregational records and support member relations

- Keep membership changes updated in all appropriate spots
- Maintain online membership database
- Be a liaison with Pastor for baptisms, funerals, memorials and new member services

KEY RESPONSIBILITY: Produce communications related to all church ministries

- Collaborate with Pastor to prepare Sunday Bulletin
- Collaborate with Staff to prepare "Week at a Glance"
- Collaborate with Staff to keep website, connect card and bulletin electronically updated, as well as social media posts
- Collaborate with staff to advertise outreach programs and specials
- Prepare Sunday announcement slides for Sanctuary and Lobby

KNOWLEDGE, SKILLS AND ABILITIES:

- Be confident and experienced in Word, PowerPoint and Excel
- Be willing to learn new software, such as website updates and Canva
- Be willing to coordinate with staff and volunteers
- Be willing to use your personal phone to check email/phone app for voicemails when needed
- Be self-motivated
- Be willing to work with Trustees appointed responsibilities
- Address conflicts in healthy manner

COMPENSATION: This is a part-time position, 20-24 hours per week. Paid vacation and sick time are outlined in our Employee Handbook. There is a small budget for training. No other benefits are available.

SAFE SANCTUARY POLICY: All Jarrettown UMC employees must complete required background checks and keep them updated according to our Safe Sanctuary policy (currently, updates required every five years). The two unrelated adult rule will be followed at all times when working with children and vulnerable adults.