

## Church Administrator Job Description St. Elias Maronite Church

This church administrator position includes actively supporting the church's core values, mission statement, vision and various ministries. A major part of the job involves handling the day to day operations of the church and monitoring budgets, bills, payroll and cash flow.

Your responsibilities would be like those of a business manager or office administrator. We are a very active parish and have many activities on a daily and weekly basis. Because we are a church, many of our activities include Saturday and Sunday. While you would not have to be present for all activities on the weekends, we would want you to be available as the need arises. This position is flexible Monday through Friday to account for weekends and would be a full time 40 hour a week position.

### **Essential Duties and Responsibilities:**

#### Scheduling

- Keeps Reverend Peter Zogbi's appointment calendar and all scheduling on paper and google calendar including:
  - Mass intentions
  - Hall rentals for weddings and gatherings
  - Use of classrooms for Bible studies and meetings
  - Personal meetings
  - Cleaning crew and landscaping
- Updates Church calendar on website with events including:
  - Special liturgical feast days
  - Special events
  - Daily liturgy schedule
  - Church committee events and meetings
  - Schedules the cleaning crew and landscapers who keep the church property maintained inside and out.

#### Communications

- Assists Reverend Peter Zogbi with communications by handling written correspondence and phone messages.
- Communicates rental terms and oversees to make sure they are kept
- Manages the church's website, social media accounts, church calendar bulletin, announcements, daily livestreaming and other publicity.
- Administers the records of the church and official documents.
- Answers questions from members and other staff regarding administrative processes.

#### Finances

- Communicates with the Church Pastoral Council and Finance Committee once a budget is developed to monitor purchases and stay within budget.
- Tracks progress of all new facility drives as approved by Church Pastoral Council and Finance Committee.
- Prepares and reviews checks for all payable items in coordination with Reverend Peter Zogbi for his signing.

### Inventory

- Maintains office equipment and office supplies.
- Maintains all insurance policies associated with the church and keeps an inventory of all church property including vehicles and equipment.
- Orders Church supplies when necessary
- Opens Church to receive deliveries

### **Required Knowledge, Skills and Abilities:**

- Demonstrates excellent interpersonal and leadership skills.
- Displays strong verbal and written communication skills.
- Demonstrates knowledge of and can apply standard bookkeeping skills
- Pays close attention to detail and has excellent record keeping abilities.
- Possesses strong technological abilities and has knowledge of computer programs such as Microsoft Word, Excel, PowerPoint
- Working knowledge of website administration.
- Working knowledge and ability to do social media including at least FaceBook, Instagram and YouTube.
- Ability to operate standard office equipment.
- Possesses the ability to skillfully coordinate the work of a large group of volunteers.
- Knowledge and support of the church's mission statement, beliefs and commitment.

### **Education and Experience:**

- Bookkeeping experience is a plus.
- Experience working in a church office environment preferred but not required.
- Bachelor's degree in religious studies is a plus.
- Certified Church Administrator designation from the National Association of Church Business Administration is a plus.

### **Work Environment:**

- Flexible hours between 8:00 a.m. to 5:00 p.m. Monday through Friday with some work on weekends to total 40 hours a week.
- Spends time in a climate-controlled office environment.
- Faces various deadlines associated with publications and finances.
- Supportive church family community. You will become one of our family and we will treat you as such.

### **Salary:**

- Salary and benefits commensurate with experience.

Our Organization: Saint Elias parish is a Maronite Catholic Church in full communion with the Apostolic See, the Pope of Rome. The Maronite church belongs to the Eastern Rite of the Catholic Church. Saint Elias has been a part of the Birmingham community since 1910 and currently has approximately 300 active families.