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**Church Administrator**

**Our Community**

St. Paul’s United Church of Christ (UCC) is a progressive congregation *journeying together to deepen our faith, seek justice for all, and share God’s unconditional love with the world.* We are an inclusive community for LGBTQ+ folx, we are committed to Creation Justice, we acknowledge that we are on Dakota Land, and we believe that Black Lives Matter.

**Position Overview**

The Church Administrator reports to the Lead Minister. The position is part-time (20-25 hours per week, Tuesday through Friday) with occasional evenings and weekends to cover concerts, AA groups, and committee meetings. Benefits include two weeks of vacation, two weeks paid sick time, and five paid holidays (if they fall on a work day) and approved professional development. Other benefits could be negotiated.

The Church Administrator oversees the business functions of the church, working with our accountant and treasurer on financial oversight, and contracts with long term tenants.

The Church Administrator oversees building and grounds issues, property/liability/workers comp. insurance claims, building tenants, vendors, supervising a part-time building technician and building associates who cover building usage outside of regular business hours.

The Church Administrator is the main, **in-person** presence in the office, Tuesday through Friday, 10am-3pm, answering phones, greeting guests, and overseeing the front-facing aspects of the church during business hours.

The Church Administrator works with other employees and volunteers in accomplishing the business and maintenance of the church.

The Church Administrator is a people-person, team-oriented, detailed, capable, independent, flexible, and solution-oriented.

**Position Responsibilities**

**Facilities Management:**

**Building and Grounds Management:** Liaison to the Building and Grounds Committee, manage vendors including cleaning, lawn care/snow removal, and maintenance. Oversee capital improvement projects. Manage volunteer upkeep of gardens.

**Risk Management:**Assess and manage risk to staff and other building users. Contact for insurance agent, worker’s comp. insurance, and security system vendor. Liaison with City of St. Paul over building code compliance.

**Business Management:**

**Financial Management**: Work closely with church Treasurer and Accountant, and other staff, to prepare budgets, pay bills, manage cash flow, and maintain banking relationships.

**Rental Management:** Liaison with long term rental groups. Ensure appropriate rental contracts are maintained, rental income is received, and building is staffed for long term tenants.

**Office Management:**

**Office Management:** The main presence in the office to answer calls, greet guests, answer questions for daytime funerals, keep the calendar up to date, stuff bulletins, receive flowers, etc.

**Volunteer Management:** Work with volunteers as needed to support the church, including, but not limited to, the Building and Grounds Committee, the Finance Committee, and others who are in the building for projects and events.

**Kitchen Management:** Make sure kitchen is supplied with products, and communicate with the cook to ensure needs are met.

**Other Duties as Assigned:** Any number of other duties may be required, as the church staff is small and we all work as a team to make sure the job gets done!

**Qualifications and skills**

* Experience with Microsoft Office and Google Workspace
* Experience managing building and grounds systems
* Experience with financial oversight, budgeting; experience with QuickBooks is a plus
* Experience writing Building Use Agreements and negotiating contracts
* Understanding of policies to ensure church aligns with local, state, and federal laws
* Strong attention to detail, problem-solving skills, interpersonal skills, ability to work with volunteers
* Discretion and confidentiality
* Effective time management, highly organized, and detail-oriented
* Availability for evening church committee meetings 2x/month, and additional meetings and events as needs arise
* Availability for occasional emergency building issues