

**JOB TITLE:** Church Administrator

**LOCATION:** Pierre First United Methodist Church  
117 North Central Avenue  
Pierre, SD 57501  
(605)224-5939  
**pierre1umc@mncomm.com**



Making disciples of  
Jesus Christ  
for the transformation  
of the world

**LENGTH OF RECRUITMENT:** Open until filled.

**SALARY RANGE OR HOURLY RATE OF PAY:** \$35,000 - \$55,000

**APPLICATION:** *Applicants are required to submit a resume, writing sample, and a completed application form. The application form may be obtained by calling or e-mailing the church office. Applications must be submitted to the address or e-mail address shown above.*

*The successful applicant will be required to undergo a background investigation. An arrest or conviction record will not necessarily bar employment.*

## **PURPOSE**

The Church Administrator is a full-time position responsible for managing the business affairs of the church and working with church members and staff to achieve the church's mission. The Church Administrator extends the ministry of Pierre First United Methodist Church to our staff, our members, and the surrounding community. The Church Administrator reports directly to the senior pastor.

## **QUALIFICATIONS**

The ideal candidate will have accepted Jesus Christ as their Lord and Savior, be committed to personal spiritual growth, and believe in and demonstrate the church's teachings in life and work. Applicants must possess a bachelor's or master's degree in business, management, human resources, or a related field and will have:

*Knowledge of:*

- strategic planning and administrative oversight
- management of an office of a paid staff of 5 or more employees
- management of volunteer staff of up to 100 unpaid volunteers
- Fair Labor practices
- legal processes for hiring and firing staff, performance evaluations, and personnel management
- computer systems, including word processing, electronic communication software, membership software, and financial reporting and accounting software
- accounting principles

*Skill to:*

- effectively work with the church Leadership Board, pastors, and ministry teams to develop and execute annual strategic plans
- effectively manage paid staff to carry out the day-to-day activities of the church
- in consultation with the senior pastor, oversee hiring, performance evaluation, disciplinary action, and termination of paid staff
- conduct supervisory activities to build a cohesive and effective paid staff in the church
- maintain and administer the Safe and Sacred Spaces Policy in conformance with all laws and regulations
- coordinate background checks for prospective employees and certain volunteers
- accurately and effectively develop, manage, and report on the church's budget
- manage and direct financial recordkeeping and ensure compliance with Generally Accepted Accounting Principles
- develop and administer policies and procedures concerning the use of all church property and facilities
- effectively work with users of the church facilities
- foster effective communication within the entire church organization
- oversee purchasing and contracting processes and relationships
- establish and maintain interpersonal relationships

*Ability to:*

- carry out administrative work as ministry and articulate the function of the job as ministry
- interpret and fulfill the Leadership Board's objectives and directives
- meet deadlines, develop and execute program policies and procedures, and manage changing and competing priorities and projects
- tactfully and discretely handle sensitive and confidential matters
- graciously handle unexpected or difficult situations, people, and conflicts
- effectively communicate verbally and in writing
- maintain church financial, personnel, and facilities records
- manage and coordinate use of church facilities and equipment
- manage maintenance of church facilities, including weekly checks of facilities and construction of a "to do" list
- secure and maintain adequate church insurance
- complete and file accurate and timely government, district, and conference reports
- effectively manage time to carry out the day to day workings of the church, maintain punctual and consistent attendance, and be available for evening committee meetings
- represent the church in community, district, and conference meetings
- oversee and coordinate church newsletters and other communication media
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