

JOB DESCRIPTION

CHURCH ADMINISTRATOR
FIRST UNITED METHODIST CHURCH of LAKELAND, FLORIDA

Revised: Jan 2024
FT / 45+ hours per week
FLSA: Executive, Exempt

Occupational Summary

The mission of First United Methodist Church (First UMC) is to make Disciples of Jesus Christ for the transformation of the world. We do this by being a Worship +3 church. We begin with God. WORSHIP is central to who we are as disciples of Jesus Christ. INVITE: we are a church that invites people to know and experience the love of God. GROW: we are committed to growing in our relationship with and understanding of God. SERVE: we are a church committed to serving in areas of mission, justice and restoration in the local community and the world.

Along with the Appointed Pastors, the Church Administrator is a part of the Executive Leadership team of the church and is responsible for the general business and operational management of the church. This is also an emergency, on call 24/7 position throughout the year. Knowledge of the structure and polity of The United Methodist Church is strongly desired.

Relates to:

This position relates to and is accountable to a variety of internal and external committees and is responsible for attending and representing First UMC.

Major areas of responsibility, including, but not limited to:

Controller

Provides proper fiscal management and supervision of the business affairs of the church

- Manages cash flow, accounting and bookkeeping supervision, gift liquidations, and other financial duties as required
- Provides proper financial reports as required and authorized including but not limited to budget and financial projections, periodic and special reports
- Prepares and submits all financial reports as required to fulfill UMC standards
- Participates in formulating church budgets and expenditures
- Serves as Permanent Endowment Fund Administrator working with investment team determining proper withdrawals and deposits and prepares quarterly reports for distribution

Human Resource Manager

Provides proper support and guidance to church personnel committee and Senior Pastor

- Oversight and supervision of all administrative and financial staff (providing instruction and control workflow) and shall recommend, in conjunction with appropriate department heads, the employment or discharge of staff as required
- Development of job descriptions and submitting for approval
- Ensuring that all non-clergy positions are properly filled and staff are performing duties as required
- Fairly and fully applying all personnel related policies and procedures to all personnel
- Keeping accurate records required for any employment related decision

- Coordinating all church personnel benefits

Operations Manager

- **Purchasing Agent**
Responsible for monitoring all purchases and approving appropriate requisitions within the limits of the budget, making all necessary purchases as circumstances dictate and performing all other necessary duties normally associated with that of purchasing agent.
- **Risk Management Coordinator**
Identify, analyze, quantify exposure to risk/loss and assist areas in identifying and reducing risk/loss and exposure to liability; submit necessary documentation and information to the Conference Ministry Protection Manager as needed; provide training and oversight on risk/loss control and prevention methods. Risk management exposure includes, but is not limited to financial, facilities, IT, vehicles, child/youth protection, copyright, HR (staff).
- **Policy Development Manager**
Identify the need for church policies and processes to improve operational efficiency of the church and to achieve the business, administrative, and communication goals of the church. Along with appropriate staff, pastors, and / or committee members, develop the policies and processes and coordinate proper presentation for thorough education, discussion, approval, and ultimate implementation.
- **Property Inventory Manager**
Works closely with the Director of Facilities and is responsible for ensuring that the church's property inventory is managed, controlled and accounted for.
- **Network Administrator**
Responsible for ensuring the coordination of the purchases and maintenance of all hardware, software, and peripherals, support of personal computers for staff, major repairs with outside vendor.
- **General Statistical and Data Analysis**
Provides research and prepares needed information, statistics, analyses of data for all administrative and ministry area committees, staff and pastors.

General Qualifications

The Church Administrator shall be grounded in basic Christian doctrine, having and professing faith in Jesus Christ and agrees to uphold the Staff Social Covenant and Church Personnel Policies. This position shall demonstrate managerial skills necessary to provide a central coordinated focus for the business and financial affairs of the church. He/she shall be committed to and seeking opportunities for personal and professional growth, willing and able to work with other staff/areas of the ministry of this church in a collegial manner.

Qualifications

- Education:
Bachelor's or higher degree in accounting with emphasis in non-profit accounting administration.
- Skills:
Excellent organizational, problem-solving, oral and written communication skills required; proficiency in Excel, Word, and ability to learn new software and programs related to church membership and accounting; ability to multi-task regularly, and to look beyond the work at hand, and to help a large staff and congregation live into the mission and vision of the church.

- Required work experience:

A minimum of 5 years' experience in varied administrative management roles with competency in financial, property, information management, analysis and leadership

- A demonstrated track record of management and supervision of other employees in a professional work setting

Preferred Qualifications:

- An active member of a United Methodist Church
- Experience in church or non-profit business administration

Reports to: Senior Pastor

Supervises:

- Direct Reports: Administrative and financial staff
- Indirect Reports: Directors, Associate Directors, Managers, Coordinators and all non-exempt staff