CHURCH ADMINISTRATOR
Pullen Memorial Baptist Church

Function: Plans, organizes and supervises the administrative functions of the church including financial activities and records, office management, publications, technology, facilities management, and property use and maintenance. Supervises related staff.

Duties and Responsibilities:

Plans, organizes and supervises the administrative and property management functions for the church; hires, orients, trains, provides leadership and performance coaching and evaluation for assigned staff including staff working in communications, facilities management, technology, and financial roles, kitchen staff, as well as office and building maintenance volunteers.

Supervises Facility Manager; provides oversight to property and risk management, preventive maintenance, safety, supply and equipment procurement functions; oversees Facility Manager work with Building and Grounds Committee and Siler Garden Committee to establish building use policies and scheduling; identifies and supervises building maintenance and repair vendors; negotiates new or renewal leases.

Responsible for Pullen’s financial, risk management and budget matters which include recordkeeping for contributions, pledge payments, disbursements, general ledger, budgetary accounting, purchasing, payroll and accounts payable; supervises and participates in work with the Finance Committee, Stewardship Committee and Treasurer to support audit and investment functions; supervises and participates in budgetary and financial projections and the compilation of periodic and special reports as requested by the Treasurer and by the Finance, Personnel and other committees.

Has overall accountability for recruiting, organizing and supervising facilities management, office, building maintenance, and other volunteers in support of the administrative and property management functions of the church; along with Facilities Manager works with Handy Corps (group of building repair/improvement volunteers). Works with Administrative Volunteer Coordinator, and receptionists; determines which tasks are more economically and/or effectively done by volunteers or outsourcing, or in combination with staff.

Supervises and participates in the personnel function of the church by assuring that Pullen by-laws, personnel policies and applicable federal regulations are met in regard to all employees; administers the retirement and health benefit plans; administers special benefits plans such as the Flexible Spending Account; supports the Personnel Committee with research on benefit program features and costs; manages, maintains, and preserves personnel records and related documents.

Provides information and office technology management including hardware, software, peripherals, copiers, telephone system, etc.; serves as liaison with technology contractor; performs needs assessments, acquisition and preventive maintenance of technology; manages though assigned staff the print and electronic publication and communications processes.

Manages the administrative component of the Wednesday Night Program including hiring and supervising kitchen staff, directing purchasing and assuring set-up and clean-up.

Performs other duties as designated by the Pastor.
**Relationships:** Is supervised by the Pastor. Supervises employees in various administrative roles including financial, communications, facility management, technology, and cleaning, food preparation; makes assignments to office and building maintenance volunteers. Serves as staff liaison to the Finance, Building and Grounds, Technology, GEMS and Siler Garden committees; is an ex officio member, without vote, on the Coordinating Council. Works cooperatively with all Councils, Committees and staff; may have specific assignments to ad hoc groups.

**Qualifications:** Bachelor’s Degree in administration and 3 years of experience in administrative management or an equivalent combination of education and experience. Experience as a church business administrator and some supervisory experience preferred. Demonstrated competence in financial, property, information management and leadership. Working knowledge of Excel and ACS / Realm or similar church accounting software, or ability to learn within six months.

**Selection:** The search committee shall be appointed by the Coordinating Council. The search committee shall be composed of a committee of six to ten members, including at least one member of the Coordinating Council, the Personnel Committee, the Buildings and Grounds Committee, the Finance Committee, the Technology Committee, and one Church Office Volunteer. The Pastor shall be a member, ex officio, without vote. The search committee and Pastor shall recommend to the Personnel Committee a candidate for its approval.

May, 2014 (original updated by PC)
June 1, 2014 (approved by Coordinating Council)
October 18, 2016 (Updated description ratified by congregation)
February 2, 2020 (revisions approved by Coordinating Council)
November 17, 2020 (reformatted; added Selection fr Bylaws amended 3/17/19)