



Emmanuel Presbyterian Church Church Administrator Roles & Responsibilities

The Office Administrator is a key role, which helps Emmanuel fulfill its vision and ministry goals by administering the business affairs of the church and working with staff and volunteers to achieve the objectives of Emmanuel. This person will help keep the day-to-day operations at Emmanuel well organized and clearly communicated.

The Office Administrator connects with many people in and beyond Emmanuel, and so it is essential their character, inter-personal and professional skills reflect well on Christ and the church. It is essential this person is able to relate well to a wide variety of people and possess clear written and verbal communication skills. The Administrator must maintain good relationships with the staff and leadership teams and understand the unique pastoral and ministry relationships of a church family.

This position requires proficiency in office administration, data management, event planning, financial administration, systems management, and various types of communications. The Office Administrator must be able to make sound decisions in various environments; maintain a well-managed office environment for staff; follow-through on tasks; anticipate and address issues; delegate tasks to volunteers; and help connect congregants to resources within and outside of Emmanuel. The Office Administrator reports to the lead pastor.

The responsibilities below include many areas managed by the Office Administrator but should not be considered a comprehensive list. A detailed list of tasks can be provided. Other responsibilities will be assigned as needed.

Event Planning

- Help plan, coordinate, and oversee set up for congregational events and meetings such as congregational lunches, Nominated Leaders Day, Session & Staff Retreat, Seminars/Adult Education, Intro to Emmanuel, Summer Cookout, Partnership Offerings.

Sunday Morning Prep

- Process previous Sunday morning attendance and livestream link
- Prep Sunday rundown of service order and volunteers
- Prepare Sunday food and space for events and hospitality
- Oversee volunteers and hired setup workers

Executive Assistant

- Assist Lead Pastor with scheduling, Session meetings, and other administrative tasks

Planning Center

- Update Planning Center: People (e.g. visitors), Groups, Publishing.



Financial

- Send out financial reports
- Assist our finance team with needed information for tax documents, budget process, and end of the year contribution statements

Miscellaneous

- Coordinate membership process for new members
- Plan and coordinate Infant Baptisms
- General reporting for the Denomination

This is a full-time position, with salary and full benefits reflective of comparative positions in the region. A salary range is available upon request. Actual salary will be commensurate with experience and qualifications.

If interested in the position, please send a resume to Young Lee at ylee@emmanuelarlington.org.