

Park Hill Congregational United Church of Christ (UCC)

Job Title: Church Administrator

Description: Park Hill Congregational UCC is a church focused on social and racial justice and creating a world that is open, inclusive, just, and compassionate for all.

Role: The Park Hill Congregational UCC church administrator is a key position with opportunity to influence the experience of the public and church members in a positive and professional manner, responding to phone calls or emails or greeting visitors at the door. The church administrator works with the pastor and church leaders to provide effective communication through weekly worship bulletins, emails, compiling the annual report, occasional mailings and more. Maintaining accurate database and lists is an important part of the job.

Hours: Monday through Thursday 9 a.m. to 1 p.m.

Accountability: reports directly to the Pastor.

Time commitment and employment status: part time, exempt. 16 hours/week. Compensation \$16,640 (based on \$20/hour). (May increase to 20 hours per week in the future – 9 am – 2 pm).

General Duties:

- Greet and assist guests and visitors, answer phones, voice mail, receive and distribute mail, attend staff meetings, order/maintain office supplies.
- Weekly production of worship bulletin.
- Weekly production of electronic emails through Mail Chimp.
- Maintain database and church directory.
- Facility Management: work with Property Ministry Coordinator to schedule maintenance, responsible for rental of the facility – coordinating with church members, members of the community and other groups. Responsible for issuing and maintaining alarm system, issue PIN codes for access, etc.
- Compile and produce Annual Report and occasional mailings.
- Annual UCC Yearbook submission and other required filings.

Qualifications:

- 3 – 5 years of office experience
- Strong computer skills including facility with Microsoft Word, Publisher and Excel.
- General knowledge of using databases.
- Keep website up to date or be willing to learn.
- Excellent interpersonal skills, comfort with people from diverse backgrounds in unpredictable circumstances.
- Ability to handle multiple demands on your time and remain organized and focused on priorities.
- Excellent organizational skills, ability to keep schedule organized, organize office.
- Maturity in communication and ability to maintain confidentiality.
- Familiarity with the working of a church is a plus.

COVID Protocol:

- Full COVID vaccination status or a letter documenting medical contraindication.

Contact:

Rev. David Bahr, Pastor, pastor@parkhillchurch.org

Work Location:

Park Hill Congregational UCC
2600 Leyden St.
Denver, CO 80207
<https://parkhillucc.org>

Work Remotely:

No

This position may be combined with the Digital Ministry Coordinator (some work required outside of normal office hours) for a total of 31 hours/week.

Specific Duties and Responsibilities:

- Greet and assist guests and visitors during assigned hours, answer telephone, pick up voice mail.
- Open mail and distribute.
- Coordinate production of weekly worship bulletin, including the gathering of information, editing, copying music or other inserts. Email the call to worship and scripture reading to reader each week. Upload to Mail Chimp and to website.
- Produce weekly emails via Mail Chimp.
 - Touch Base Tuesday
 - Weekly e mail on Thursday
 - Worship on Sunday
- Enter changes to profiles in Servant Keeper to keep directory and family profiles current. Upload directory and print copies as needed.
- Enter attendance in Servant Keeper for worship and small groups
- Mail weekly sermons to home bound members.
- Mission Partner letter and check request.
- Purchase stamps for the office
- Monthly Rocky Mountain Conference OCWM and dues check request
- Pick up sanctuary on Mondays, empty dishwasher, water plants.
- Help to maintain appearance of the lobby and indoor space.
- Help to schedule building usage by members, outside groups, and contractors. Oversee and manage event calendar.
- Receive and collect rental payments by organizations renting church space.
- Liaison between Montessori School and handyman regarding maintenance and repairs needed.
- Liaison between staff and church members and handyman regarding repairs and maintenance issues. Complete maintenance requests.
- Maintain and issue PIN codes for building access.
- Monthly AED Inspection check online
- Monthly evaluation and feedback to janitorial crew.
- Schedule and monitor air conditioning and heating for all events at the church.
- Attend staff meetings.
- Help to coordinate the annual Fair Trade Gift Market with vendor set up, email correspondence, and other needs.
- Communicate on a regular basis to support the Digital Ministry Coordinator and assist with updates to website about events, mission partners, etc.
- Coordinate production of the Annual Report. Gather information from staff and ministry coordinators, assemble the report for the January meeting.
- Annual UCC yearbook submissions
- Periodic filings for property tax, secretary of state, etc.
- Order office and custodial supplies when needed.
- Respond to requests from volunteers.

- Assist Pastor with office related assignments during office hours.