Westminster Presbyterian Church
1715 Broad River Rd, Columbia, SC 29210
(803) 772-1338

Church Administrator Position

Position Summary:
Church administrators run their church's day-to-day operations to ensure that contributions and income are spent in the most efficient way. The church administrator supports the Pastor and the Session in managing the affairs of the worship group.

Responsibilities:
The administrator must ensure that budgets and forecasts are followed, as well as work with the pastor to ensure that initiatives such as adult Bible studies and outreach can be funded from general contributions or have a fee commensurate with the cost of any study materials required.

The administrator helps facilitate communication with the congregation; as the person in charge of the church office, the administrator oversees the production of church bulletins, mailings, and other outreach materials. This includes maintaining the congregation's website and social media endeavors as well. The administrator oversees church volunteers to ensure that they work effectively with one another toward common goals. They must also help recruit talented members of the church into volunteering positions. This person should plan to be present on Sundays in an effort to fellowship and get to know members.

Church Administrator Task Examples
• Schedule church calendar and use of church facilities.
• Create and distribute church publications and newsletters.
• Provide administrative support for clergy and church staff.

Requirements:
- Must have outstanding verbal and written communication skills, proficiency with computer programs such as Word Page (webpage); Microsoft Office and Outlook, and excellent interpersonal skills.
- Work in the church office during regular business hours during the week
- Must pass a background check

Compensation:
Salary $32,000 - $34,000

Paid Vacation

INTERESTED APPLICANTS SHOULD SEND AN EMAIL WITH RESUME ATTACHED TO:
WestminsterPresColumbia@gmail.com