



**UNITED METHODIST CHURCH**

[www.chalfontumc.org](http://www.chalfontumc.org)

11 Meadowbrook Lane  
Chalfont, PA 18914  
215-822-2807 office

## **Church Administrator Position**

### Overview:

The Church Administrator (CA) works closely with the Pastor and Leadership Board to provide an overall balance of programs and to advance the goals of the Church. The Church Administrator interacts with others as a representative of the Church (whether in person or on telephone) and must respect the confidentiality of pastoral messages and other personal information. The CA has general responsibility for the operations of the church office, including effective use and operations of the office equipment and other materials. The CA identifies opportunities for the participation of volunteers from the Church and oversees their work in areas related to general responsibilities of the CA.

### Duties include:

- Maintenance of official records and other administrative files including membership rolls
- Coordination of the church calendar and use of the Church facilities
- Church Communications (print and electronic)
- Production and distribution of church bulletins and mailings
- General secretarial support for the staff of the Church.
- Coordination of maintenance for buildings and grounds
- Attending monthly Leadership Board meetings in an advisory (non-voting) capacity. Responsible for minutes of the meeting.

### Core Competencies:

- Excellent written and oral communication skills.
- Computer experience with word processing, spreadsheet, and database entry (knowledge of MS Windows, MS Word, Excel, Publisher, PowerPoint preferable)
- Exceptional organizational skills to work independently, manage multiple tasks and interruptions.
- Relate well to people and build effective relationships.

### Position Details:

Must pass criminal background check and child abuse clearance

Part-time, 18 hours per week/minimum 3 days per week. Salary Range \$12-\$14 per hour

Position begins July 17, 2018

To apply submit a resume and references to:

Chalfont United Methodist Church

c/o Pastor Barbara Seekford

11 Meadowbrook Lane, Chalfont, PA 18914

Or: [pastor@chalfontumc.org](mailto:pastor@chalfontumc.org)