

## Church Administrator

University United Methodist Church (Baton Rouge, LA)

Status: Full-time (preferred) / Exempt or non-exempt (to be determined)

Reports to: Senior Pastor (day-to-day) and works closely with Church Council leadership

Key partners: Treasurer/Finance Team, Staff-Parish Relations (SPRC), Trustees/Facilities Team, CPA firm, Payroll vendor/bank, IT vendors/volunteers

### Position summary

The Business Manager / Church Administrator provides operational leadership for the church's day-to-day administration. This role ensures facilities are scheduled and used well, church events are properly staffed for hospitality, office systems run smoothly, and basic financial processes (bookkeeping support and payroll release) are accurate and timely—while coordinating with the church's CPA firm for primary accounting and financial services. The role also coordinates practical technology needs and upgrades to keep the church current, secure, and well-supported.

### Core responsibilities

#### 1) Church operations and office management

- Run day-to-day church office operations, processes, rhythms
- Maintain office supply inventory and purchasing
- Coordinate staff needs
- Manage vendor relationships and service contracts
- Maintain operational documentation

#### 2) Facility scheduling and building use coordination (overall management)

- Own the master calendar for all church spaces
- Create and enforce scheduling procedures
- Coordinate facility use among various groups
- Communicate needs to custodial/maintenance support
- Track building access needs

#### 3) Hospitality staffing for church events

- Schedule and oversee hospitality staff/volunteers
- Maintain hospitality standards
- Coordinate event logistics with ministry leads

- 4) Light bookkeeping, payables support, and payroll release (with CPA firm support)
  - Perform light bookkeeping tasks as defined with the CPA firm and Treasurer
  - Coordinate accounts payable workflow
  - Release payroll on schedule and ensure CPA/payroll partners have what they need.
  - Maintain clean audit trails
  - Support annual budget preparation and year-end readiness by providing timely records and operational data to finance leaders and CPA firm
- 5) Internal communications and coordination (operations-facing)
  1. Serve as a central coordinator for operational announcements
  2. Partner with ministry staff to plan early for operational needs
  3. Maintain shared calendars, request forms, and standard planning templates for recurring events
- 6) Risk management, compliance, and safety coordination
  - Maintain incident/accident reporting processes and documentation
  - Coordinate building safety readiness
  - Ensure facility users comply with child/youth protection policies and building use expectations
  - Maintain certificates of insurance, facility-use agreements, and vendor documentation for outside groups and special events
  - Coordinate basic security practices
- 7) Systems administration, records, and data stewardship
  - Maintain operational systems and records
  - Support clean, consistent recordkeeping and basic database hygiene
  - Coordinate with vendors/volunteers for IT support and ensure reliable, secure office technology
- 8) HR administration support (non-supervisory unless assigned)
  - Coordinate HR administration workflows in collaboration with SPRC/pastoral leadership
  - Administer background check workflows and training tracking as required for staff/volunteers
  - Maintain staff contact lists, emergency contacts, and operationally relevant personnel files per policy
- 9) Policy, process, and operational documentation development
  - Help create/update and keep current facility use policies, event guidelines, purchasing/approval workflows, cash-handling coordination steps, and vendor onboarding checklists
  - Create repeatable templates and checklists
- 10) Technology coordination and responsible digital-age budgeting
  - Coordinate technology upgrade planning for office and facility operations
  - Serve as point person for wireless/Wi-Fi support triage
  - Maintain an inventory of key technology assets and renewal dates.
  - Work with Finance/Treasurer and Trustees to build a responsible annual technology budget that balances stewardship with staying current

- Coordinate evaluation and recommendations for technology purchases using practical criteria
- Support basic cybersecurity hygiene in day-to-day operations

### **Competencies and qualities**

- Highly organized; can manage many moving parts and keep calendars, rooms, and people aligned
- Discreet and trustworthy with financial and personnel- sensitive information
- Service-oriented and calm under pressure; confident supporting funerals and high-expectation events
- Strong written communication and follow-through; able to create clear checklists and systems
- Comfortable with basic finance workflows and learning church-specific processes
- Practical technology fluency; can coordinate upgrades and troubleshoot basic issues without needing to be the full IT department

### **Qualifications**

#### **Required / strongly preferred**

- 3+ years experience in office management, operations, executive administration, or nonprofit/church administration
- Demonstrated experience managing schedules, vendors, and multi-step workflows
- Basic bookkeeping familiarity
- Proficiency with Microsoft Office or Google Workspace; comfort learning scheduling and finance-related tools

#### **Preferred**

- Experience in a church, school, or nonprofit setting with facilities use and event coordination
- Experience supporting payroll release processes and operational budgeting
- Experience coordinating vendors/volunteers for IT support and managing basic technology inventories

