



## **Job Posting: Church Administrator**

### **Employer & Position Summary**

Emmanuel Anglican Church (EAC) is a multi-lingual, multi-ethnic, and multi-generational church in Fresno, CA. The ideal candidate for this position will enjoy working collaboratively with others, utilize their strong organizational skills, and play an essential role in helping EAC live into its mission. The Administrator will serve alongside EAC's Rector, enabling and encouraging his ministry to the Church and assist him to maintain order at EAC. This is a full-time ministry position and is an exempt position. The Administrator will report directly to the Rector.

### **Requirements & Qualifications For Application**

- Three Letters of Recommendation
- Letter of Interest
- Resume

**Application Deadline:** Until Filled

**Date Posted:** 9/1/2021

**Contact:** The Rev. Noah Lawson  
559-222-3721  
rector@emmanuelfresno.org

**Number of Openings:** 1

**Salary:** Starting Salary of \$45,000 + \$10,000 Health Insurance/Pension Cap, and placement on Salary Schedule

**Work Schedule:** Monday-Thursday, 8 a.m.- 5 p.m., Three Weeks of Paid Vacation

**Employment Type:** Full Time, Exempt



### **General Job Description:**

Emmanuel Anglican Church (EAC) is a multi-lingual, multi-ethnic, and multi-generational church in Fresno, CA. The ideal candidate for this position will enjoy working collaboratively with others, utilize their strong organizational skills, and play an essential role in helping EAC live into its mission. The Administrator will serve alongside EAC's Rector, enabling and encouraging his ministry to the Church and assist him to maintain order at EAC. This is a full-time ministry position and is an exempt position. The Administrator will report directly to the Rector.

### **Church Administrator Responsibilities:**

- Secretarial
  - Maintain office supplies
  - Maintain church records
  - Maintain the Rector's calendar
  - Serve as Secretary of the vestry
  - Manage Diocesan reporting
  - Monitor [office@emmanuelfresno.com](mailto:office@emmanuelfresno.com) and distribute and/or respond as necessary.
  - Organize ministry trip schedules, handle registration and travel as requested, gathers and prepare information folder for each trip
- Human Resources
  - Write and maintain staff and volunteer policy and handbooks
  - Recruit, hire, onboard, manage and evaluate office staff
  - Recruit, manage, and evaluate volunteers
  - Maintain all employee files
  - Administrate required State and Diocesan annual trainings/certifications for staff, ministry leaders, and volunteers; maintain records
- Events
  - Assist the Rector in planning and executing events, conferences, retreats, etc.
  - Coordinate and/or support staff, ministry leaders, and volunteers as events are planned.
  - Work closely with the Diocesan Administrator for combined EMC/Diocesan events.
- Business/Finance
  - Coordinates with the vestry Treasurer.
  - Supervise the creation and maintenance of budgets.



- Evaluate needs, purchases, and see to maintenance of all office equipment
- Ensure the payment of bills, the processing of payroll, and accurate bookkeeping
- Manages all subscriptions (CCLI, GoDaddy, Constant Contact, Realm, etc.).
- Manage third party contractors
- Complete all Secretary of State and other annual business reporting.
  
- Communications
  - Coordinate church communications, publications, and marketing (website, social media, eblasts, etc.)
  - Maintain EAC database.
  - Create and distribute bulletins.
  
- Facilities
  - Coordinate with the vestry Junior Warden.
  - Schedule facilities use and enforce church policies for facility use.
  - Oversee church facility maintenance and security operations.
  - Responsible for establishing and maintaining a key tracking system.
  - Serves as contact for the security system company.
  - Ensure the maintenance of facility systems (HVAC, fire prevention, extinguishers, alarms, etc).
  - Monitors daily and weekly cleaning by janitorial service.
  
- General
  - Build and maintain professional and faithful relationships with members of the congregation, ministry leaders, lay staff, clerical staff, and the community.
  - Other duties as assigned by Rector.

**This is a comprehensive list of responsibilities. It is not expected that the Administrator will fulfill each of these items personally but will build a volunteer and paid staff team to complete all necessary tasks. The Rector will work with the Administrator to build their team.**

#### **Church Administrator Requirements:**

- Required
  - Bi-Literate in English and Spanish
  - Excellent communication and interpersonal skills
  - Skilled in conflict resolution and restorative practices



- Strong computer skills, knowledge of applications such as Google Suite/Workspace, Microsoft Office, Realm, Constant Contact, and Quickbooks; ability to operate office equipment
  - Ability to handle stress and problem solve
  - Ability to keep confidential and sensitive information
  - 2 years of office, administrative, communications, business, human resources, or related field experience
  - Applicants who wish to share in the mission of EAC must, as a condition of employment, acknowledge that they understand that they will be employed by an Anglican religious institution, agree to conduct their public activities and relationships in a manner that is compatible with the teachings and missions of the Church, and affirm that they generally share the religious perspective of the Anglican Church in North America on issues of conduct and morality.
- Preferred
    - Bi-Literate in English and Spanish
    - An associate's degree in business, office management, or related field.
    - Familiarity with Anglicanism or other liturgical church denominations.



## Church Administrator Salary Schedule

<b>Administrator Salary Schedule</b>	
<b>Year of Ministry</b>	<b>Salary</b>
1	\$45,000
2	\$46,350
3	\$47,741
4	\$49,173
5	\$50,648
6	\$52,167
7	\$53,732
8	\$55,344
9	\$57,005
10	\$58,715
Benefits Package	\$10k cap for Health (Kaiser) and/or ACNA Pension Fund