



An Inclusive Christian Community of Oakland

CHURCH ADMINISTRATOR

Job Description

20-25 Hours per week

PASTORAL SUPPORT:

- Assist with communication to the congregation and Conference via letters, email, phone calls, etc
- Provide clerical assistance
- Meet with pastor on a regular basis

OFFICE MANAGEMENT

- Keep Office Hours – 10am – 2pm (Monday - Friday)
- Train and supervise office volunteers, delegating tasks as appropriate
- Keep church membership and mailing database up-to-date, provide church directories to congregation as needed
- Assist with basic computer hardware and software maintenance, updating, and tracking log-ins and passwords for all office computers, all LMUMC software/apps and maintain other office equipment
- Answer and direct phone calls, voice mail messages and emails on a daily basis
- Sort and deliver mail to the appropriate recipient.
- Order office supplies, be available to accept the deliveries, communicating with vendors and researching new vendors as needed
- Distribute church keys and maintain appropriate records
- Prepare administrative annual budget in consultation with the Pastor
- Notify Trustees of any building issues immediately, in priority order.

MINISTRY SUPPORT

- Provide administrative, clerical support as appropriate and needed for the various ministries of the Church in consultation with the Pastor
- Attend weekly Worship Vitality Meeting and complete bulletin. Create PowerPoint for weekly worship service and email to Audio Visual team and Pastor
 - Assist creating bulletins for special services
- Order worship supplies such as special bulletin covers, candles, poinsettias, Easter Lilies, etc.,
- Collect payments from renters and other non-congregational sources received directly or through the mail. As needed, prepare “blue” income summary sheet detailing source and category of funds received; provide summary sheet and checks/funds to treasurer. As received, and not less than weekly, give congregational source income received in the mail to a finance committee member for inclusion with weekly offering.
- Approve office related invoices for payment; give approved invoices to treasurer for payment.
- Prepare reports as needed for trustees, Annual Conference and Charge Conference, government agencies, etc

COMMUNICATION

- Update and creatively maintain Church website, Facebook, and other social media outlets with current information regarding church ministries and missions
 - Record all social media sign in information with password
- Send Eblast out by Thursday of upcoming Sunday
- Oversee advertising and marketing at the direction of the Church Council and/or Pastor

EVENT COORDINATION:

Lake Merritt United Methodist Church



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- Oversee all building use and scheduling
- Maintain Master Calendar for the Church in print and on social media and on church website
- Respond to all requests promptly regarding building use, both internal and external
- Consult with prospective renters, provide tours of the facilities and information about fees and contracts
- All church rental applications, email immediately to Trustee's appointed person
- Provide Room set ups and schedule for Sexton
- Schedule and coordinate with Event Host about each event's needs and submit their hours to Stewardship and Generosity committee

Report to Pastor of Lake Merritt United Methodist Church

To Apply:

Please submit the following to Juliet Hannafin, Chair of SPRC at juliethannafin@gmail.com:

1. Resume
2. Two reference contacts

*Lake Merritt United Methodist Church
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Oakland, CA 94606*

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<https://www.lakemerrittumc.org>*