

Church Administrator
The Presbyterian Church in Morristown
65 South Street
Morristown, NJ

The Presbyterian Church in Morristown “PCM” is a vibrant and growing church at the center of historic Morristown. PCM has several building facilities that deliver the services and missions of the church and include administrative offices for the administration of the Church. There is a dedicated staff covering the required disciplines to support the programs and life of the Church. We are seeking a qualified individual who has the required office managerial skills and experience to fill the role of Church Administrator.

POSITION SUMMARY:

The Church Administrator (“CA”) is the key staff member responsible for the administration of the church’s facilities and affairs that include oversight and management of the church’s properties and facilities; oversight and management of the church’s administrative functions and staff, the church’s office technology systems and databases, bookkeeping and contracting for and procurement of certain services.

MAJOR RESPONSIBILITIES:

1. Management of church facilities:

- Responsible for day-to-day management of operations of buildings and grounds for normal operations, maintenance and manage building security and access procedures.
- Oversee room setups and equipment / access / security for meetings and events.
- Oversee contractors doing day to day work and emergency repairs

2. Administration and Personnel Supervision:

- Oversee and manage Head Sexton and custodians.
- Oversee and manage Administrative Assistants
- Review and establish office processes to optimize efficiency and focus on key priorities.

3. Management of Church Finances:

- Coordinates and monitors deposits and disbursements authorized in the budget in accordance with well-established accounting procedures.
- Supervises preparation of monthly financial reports to be presented to the Treasurer.
- Prepare annual budgets with inputs from operating committees

4. Office Technology

- Maintain plans for renewing technology infrastructure as needed (including computers, network, phone system, copiers, and audio/visual equipment).
- Provide advice and support on technology issues to church staff.
- Manage church database software (CMS)

5. Benefits Administration

- Serve as the Benefits Coordinator with the Board of Pensions
- Facilitate resolving benefits questions with the church staff.

Minimum Requirements:

Education: BA/BS

Experience: 8 - 10 years managing office staff personnel and facility operations

Specialized Skills:

People management and leadership, good verbal and written communication, competency with typical software applications, databases, phone systems, building security systems, facilities, and project management

We offer:

Competitive compensation

A vibrant member community

Able and experienced staff

Health benefits

Pension contributions

PC Morristown is an equal opportunity employer.

Applicants can contact:

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