

FEDERAL WAY UNITED METHODIST CHURCH
Church Administrator Hours, Benefits and Duties

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PROBATION PERIOD:

There is a three-month probation period during which the employee is ineligible for leave unless negotiated prior to hiring or approved during an emergency. At the end of this period, the hiring committee shall evaluate and make recommendations to SPRC concerning permanent employment.

SCHEDULED HOURS:

Twenty (20) hours per week

Sunday through Thursday, 9:00 A to 1:00 P.

COMPENSATION RATE:

\$20 - \$24 per hour based on experience and skill set. During the 90-day probation period compensation is set at \$20 and then we will reevaluate at the end of probation period.

VACATION:

One week (20 hours) with pay, the first year, two weeks (40 hours) with pay, after two years, non-accumulative.

During first year of employment: One week (20 hours) paid vacation, eligible after three-month probation period after hire.

During second year of employment: Two weeks (40 hours) paid vacation.

Vacation time is non-cumulative, meaning (any unused time does not roll over at the end of each calendar year – or, if a different definition, spell it out in lay terms!).

SICK LEAVE:

Two weeks paid sick leave at the end of one year of service, non-accumulative.

For the first year of employment, Washington State law states:

- Employees must accrue paid sick leave at a minimum rate of one hour for every 40 hours worked. This includes part-time and seasonal workers.
- Paid sick leave must be paid to employees at their normal hourly compensation.
- Employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after the start of their employment.
- Unused paid sick leave of 40 hours or less must be carried over to the following year.
- Employers are allowed to provide employees with more generous carry over and accrual policies.
- Unused accrued sick leave will not be paid upon end of service.

USAGE:

Employees may use paid sick leave:

- To care for their physical or mental health needs or the health needs of their family members.
- When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
- For absences that qualify for leave under the state's Domestic Violence Leave Act.
- Employers may allow employees to use paid sick leave for additional purposes.

OTHER BENEFITS:

Seven paid holidays per year at 4 hours per holiday: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Holidays falling on non-working days will be compensated with a day off within thirty (30) days of the holiday.

SUPERVISOR:

Lead Pastor

CHURCH ADMINISTRATOR DUTIES:

Primary contact person for church business matters and Sunday Service coordination.

OFFICE MANAGER RESPONSIBILITIES:

- Assist Pastor when requested
- Manage website data
- Manage church calendar
- Manage and maintain records and documentation for Greater Northwest Episcopal area
 - Statistical records, charge conference documents etc.
- Copy Machine maintenance & bill outside groups for use
- Recruit, train, and coordinate volunteer staff to make sure the following tasks are completed:
 - Order Janitorial and Worship supplies (candle wicks, oil, etc.)
 - Handle incoming calls from the community asking for assistance
 - Manage Sunshine Fund
 - Maintain permanent church records of marriages, baptisms & confirmations
 - Manage and distribute monthly newsletter
 - Manage church directory
 - Work with facilities maintenance, use and rentals.
 - Print & mail birthday & anniversary cards
 - Distribute church keys & maintain records
 - Order supplies when needed
 - Supervise custodian
- Recruit, train, and coordinate volunteer staff to make sure the following tasks are completed:
 - Manage building use by inside groups and outside groups
 - Attendance
 - Annual Conference Statistical reports
 - Set up annual Church Conference
 - Prepare weekly Bulletin, print, and distribute
 - Post Weekly E News/Pastors weekly email
 - Update church website
 - Maintain Church Windows membership data, print Church Directory reports as needed
 - Set up Zoom meetings when requested

- Liaison with chairs of Church Committees

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interact with a variety of people in various situations.
- Ability to maintain a professional relationship with congregants and business contacts as well as those calling for assistance.
- Ability to establish priorities and complete time sensitive tasks even after multiple interruptions.
- Ability to return to the task at hand and meet deadlines.
- Knowledge of (or the willingness to learn) Church Windows, Apple suite, Microsoft Word, Publisher, Google Doc, Google Drive and Excel.
- Working knowledge of basic office management procedures.