

**Lansing First Presbyterian Church**  
**CHURCH ADMINISTRATOR**  
**Position Description**

**PURPOSE:**

To provide leadership for and perform many of the administrative responsibilities of First Presbyterian Church of Lansing. This position has supervisory responsibility for the weekday functions of the office and building.

**ACCOUNTABILITY:**

The Church Administrator reports to the Pastor (Head of Staff).

**PERSONAL QUALITIES:**

It is preferred that the 1<sup>st</sup> Pres Administrator be a person of the Christian faith and understand how the church environment is different from other business operations. This individual must demonstrate experience in general office administration, proficiency with relevant software, and knowledge of bookkeeping and related financial functions. The range of responsibilities is best met by someone able to multi-task with ability to attend to detail. Finally, it is essential that this individual have the ability to communicate effectively and sympathetically to a wide range of individuals starting with 1<sup>st</sup> Pres staff and members but extending to anyone in the church community orbit which includes those from diverse populations.

**RESPONSIBILITIES:**

- 1) Church Office Management – This area of responsibility includes communications (phone, email, written correspondence, church publications, etc.); records management; maintenance and update of computer networks; management of the church calendar; preparation of church reports; preparation of bulletins and other materials for worship; and other related duties. Office Suite applications (e.g., Microsoft Office Suite) are used to accomplish the listed responsibilities.
- 2) Facility Management – These responsibilities include scheduling building use; maintaining relationships with tenants and other organizations that use the building (whether consistent or one-time users); oversight of parking; identification of building maintenance priorities in conjunction with the Building and Grounds Committee; managing contractors; and direction of custodial tasks.
- 3) Financial Management – Carries out church financial functions: payroll processing; ordering and accounting for supplies; paying bills; generating reports; and other related functions. Proficiency with bookkeeping and financial software/tools to accomplish the outlined functions is essential.
- 4) Public relations and marketing – Create an environment for positive interactions with staff, members, and visitors through all of the various forms of

communication; maintain positive relationships with the many organizations that 1<sup>st</sup> Pres interacts with through year; coordinate weddings and funerals; and process and organize various publications that present 1<sup>st</sup> Pres to the outside world.

- 5) Staff and Member Relations – Supervise custodian (in conjunction with the head of staff) and office volunteers; participate in staff meetings and develop positive working relationships with church staff; work cooperatively with committee chairs and other in leadership; and respond effectively to members with their various concerns.

#### RELATIONSHIPS:

The Church Administrator works directly with all members and friends who participate in the life of the church. The Church Administrator is encouraged to demonstrate interest and participate in the total life of the church and its activities.

#### EVALUATION:

Performance reviews will be conducted at 3 and 6 months by the Pastor as part of the initial probationary period. Thereafter performance will be conducted annually by the Pastor as Head of Staff.

February 2020

Updated March 19, 2025