

**FIRST PARISH CHURCH IN BILLERICA  
CHURCH ADMINISTRATOR  
Job Description**

Job Title: Church Administrator  
Supervisor: Board of Trustees

**GENERAL PURPOSE AND INTENT:**

The First Parish Church in Billerica, established in 1658, is seeking a Church Administrator. The ideal candidate will serve the Mission and Vision of the congregation with a pleasant and welcoming attitude, creating an environment of warmth and joy. Specifically, they will:

- work closely with and support the Board of Trustees, reporting to the Board President
- Establish collegial and collaborative working relationships with a range of personalities and groups to support productivity.
- Work independently, demonstrating integrity, maturity, and ability to self-monitor to successfully accomplish the requirements of this position.
- Be creative: recognize the emerging needs of the congregation, then identify, recommend and operationalize solutions to meet those needs.
- Maintain confidentiality of personal information about staff, members, friends and donors of the congregation.

It is understood that the relationship between Church employees and the Congregation is complex, involving many skills and responsibilities on all sides. To function beneficially, the relationship must be based on cooperation and good faith. It is expected that both the employee and the Congregation will work in such a spirit.

**QUALIFICATIONS:**

High school graduate or equivalent. Two years of secretarial or office assistant experience preferred, will train for candidates with judged credible potential. Personable, tactful, and able to work well with people of all ages and backgrounds. Articulate, clear communicator. Motivated and able to learn new skills. Proficient with MS Office, Google Suite, and online software applications such as Wix and Constant Contact. Quickbooks experience is strongly preferred.

**TIME REQUIREMENTS:**

The Church Administrator shall work 20 hours per week from September to June and 10 hours per week in July and August. The specific work schedule is flexible and to be negotiated with the Board of Trustees. A hybrid work schedule can be negotiated.

## **RESPONSIBILITIES:**

The Church Administrator works under the direction of the Board of Trustees to provide general office and clerical support to facilitate the smooth operation of the church. Job duties include, but are not limited to, the following:

- Maintenance of Office Records, Equipment, Supplies, and Materials
- Typing, filing, photocopying, and assembling various materials.
- Understand and support IT infrastructure and troubleshoot minor issues when possible; arrange for outside IT support as needed.
- Maintain Church Website and work with the Technology Committee as needed.
- Effectively and efficiently manage the congregation's building, working closely with the Property and Worship Committees.
- Maintain the membership database, support the membership teams, assist with publicizing events as requested, and oversee the production of the membership directory for congregational meetings and other distributions to members.
- Oversee and support the production of worship service documents as requested.
- Answering telephone; greeting members and other visitors.
- Organize rentals of church property (Rental Agreement, Fees, Scheduling).
- Reading and responding to daily email, phone messages, and USPS mail.
- Preparing and mailing correspondence to visitors, members, and friends of the church.
- Preparing and distributing the monthly newsletter
- Preparing and distributing timely Warrants for all congregational meetings.
- Preparing and maintaining Church calendars (including Google calendar on website).
- Preparing Orders of Service and inserts for Sunday services.
- Maintain membership database.
- Preparing and sending quarterly tax letters.
- Organize materials for the Annual Meeting each June.
- Viewing monthly Board of Trustee meetings and preparing Minutes.
- Other duties as assigned by the Board of Trustees. However, the church administrator is not expected to respond to emails, phone calls or texts outside of normal working hours, except in the case of emergencies.

## **COMPENSATION:**

Between \$20.00 - \$25.00 per hr, depending on experience. One week paid vacation and paid Federal holidays ( New Year's Day, Memorial Day, Juneteenth, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day)

## **To APPLY:**

Interested candidates should email their resume and cover letter to [babsmoloney1@gmail.com](mailto:babsmoloney1@gmail.com) and [admin@uubillerica.org](mailto:admin@uubillerica.org)