

Executive Administrator
St. Luke's United Methodist CHURCH
Orlando, FLORIDA
Full-time

Updated: October 2022
Salary Range: \$42,000 - \$46,000

Primary Job Description

The Executive Administrator is responsible for a wide variety of managerial, technical, and administrative responsibilities to support the ministries and mission of the church.

Reports to: Lead Pastor and Executive Director of Administration

Duties:

1. Administrative Support

- Database Coordinator
 - Primary knowledge expert for Church Database (Currently Realm)
- Calendaring:
 - Maintain the master church calendar
 - Executive Calendars
 - Lead pastor
 - ED of Administration
 - Staff meeting schedule
- Coordinate Conference reports:
 - Year End Reports, March 31 Reports, Church Profile, Charge Conference Reports, etc.
- Support Leadership logistics:
 - Annual Ministry Leader Retreats
 - Staff Retreats
- Coordinate Director's lunches, Staff Meeting celebrations, etc.
- Liaison with outside groups:
 - OnePULSE
 - Project manager-events
- Working with Church Accountant and ED of Administration to provide HR trainings/compliance
 - Safe Sanctuary compliance, benefits implementation, onboarding staff, background checks, etc.
- Ordering resources and complete check requests as needed:
 - Books, Office supplies, Pastoral needs, Speakers, etc.
- Research vendors for best pricing/quotes

2. Office Management

- Serve as an assistant to the Lead Pastor and Executive Director of Administration.
- Maintain the front reception volunteer's schedule.
- Maintaining files of official church and committee records and documents

- Oversees the volunteer database
- Works with ED of Administration and IT supplier to support church's IT needs

3. Stewardship

- Coordinate quarterly stewardship update videos
- Coordinate quarterly worship testimonies (online giving, tithing, volunteering, etc.)
- Track Estimate of Giving units/follow-up communication as needed
- Track high-capacity givers and schedule meetings with Lead Pastor as needed
- Track individual giving year over year at least quarterly for changes in giving patterns
- Coordinate a Gratitude System for contributors
- Facilitate the processing/recording of weekly worship attendance on the church database.
- Collect data and update Mission Vital Signs on Conference Website

4. Endowment

- Advertise, communicate and process McKeefery Seminary Scholarship applicants
- Coordinate Planned-Giving promotional mailings
- Coordinate with Worship for a Planned Giving Sunday

5. Lay Leadership

- Work with Lay Leadership to schedule meetings, identify leaders, ensure diversity, and plan training opportunities
- Coordinate annual nomination process of elected leaders for Charge Conference
 - Update Conference websites as needed
- Work with Lead Pastor to plan, coordinate and implement Annual Ministry Leader Retreats
- Take Church Council minutes and files committee minutes and reports in a timely manner
- Schedule and execute meeting notices/reminders for Elected Leadership teams
 - Minutes
 - Agendas
- Coordinate with the Lead Pastor to support, schedule, communicate, and collect data for the Vision Team

6. Communication

- Communicates with the congregation to deliver messaging of needed information
 - Lead pastor/ED of Administration/Church Council's voice
- Support the vision, mission, ministry, and core values of the church
- Maintain the phone system and ensure messages are kept up to date
- Updating the website with any changes to Staff, Leadership and Commit webpages
- Maintain Staff contact list, mailboxes, nametags, etc.
- Collect mail from outside box

7. Other

- Other duties as assigned by supervisors

Skills and Experience

- Innovator of processes
- Leadership and administrative skills
- Ability to problem solve and adapt to changing environment
- Organizational skills
- IT skills including word processing, database management, spreadsheets, PowerPoint, Zoom, etc.
- Ability to work with teams, setting priorities and using initiative
- Ability to deal with difficult persons and circumstances appropriately and with sensitivity
- Ability to recruit, encourage and work with volunteers
- Willingness to learn and use relevant church software systems