

**Renewal Presbyterian Church of the Main Line
Office and Financial Administrator (Full Time)
Job Description**

Job Title: Office and Financial Administrator

Reports To: Senior Pastor and Session

Position Status: Full-time (40 hours p/week); Annual salary of \$50-55,000 plus benefits (commensurate with experience)

General Responsibilities:

Facility:

- Act as the primary liaison between the church and facility for all rental needs, including regular use and special requests.
- Plan and execute the annual contract renewal with facility.
- Oversee and manage Sunday classroom reservations.
- Coordinate holiday decorations for Christmas and Easter.

Sundays:

- Create and print the adult bulletin.
- Print children's bulletins.
- Update liturgy slides with announcements.
- Update the spreadsheet with attendance numbers.
- Check classroom reservations and designate a person to close up.
- Print communion prayer cards and children's activity sheets for monthly Communion Sundays.
- Manage events and address potential problems that may arise.

Administrative:

- Manage and update the staff & church calendar.
- Manage and update announcements and the church calendar on the website.
- Manage and update the MailChimp distribution list.
- Send emails to the congregation via MailChimp upon request.
- Manage and update the membership roll and process, including creating dismissal/transfer/membership notification letters and maintaining the RML Members spreadsheet as needed.
- Coordinate special services (e.g., Lessons & Carols, Good Friday, New Members & Baptism, Commissioning).
- Coordinate special events/meetings (e.g., Prep & Prayer Day, Congregational Meetings, Leadership Christmas Parties).

- Manage and update Zoom passwords for staff/session, youth group, and church accounts.
- Check the church PO Box and distribute mail.
- Print and distribute materials for all ministry needs.
- Manage and handle all insurance (property & liability, workers comp) and retirement plans.

Financial:

- Perform bookkeeping using QuickBooks.
- Process all reimbursements and checks.
- Answer budget-related questions from staff and committee heads.
- Manage and send all payments (i.e. facilities, storage, technology, insurance, missions/presbytery support...).
- Handle all deposits, including Sunday offering and Pizza Sunday.
- Process monthly payroll for staff.
- Assist in creating the new budget for facilities, programs, and operations/administration budget lines.
- Prepare monthly giving updates for pastors.
- Prepare fiscal reports (quarterly and annual) for the church.
- Prepare fiscal reports for the missions committee upon request.
- Prepare giving letters for taxes.

Fellowship:

- Order pretzels on a weekly basis.
- Organize monthly Pizza Sunday, including ordering pizza and coordinating with community groups for help.
- Organize church picnics (summer and fall).
- Keep fellowship supplies stocked.

Children's Ministry Responsibilities:

- Oversee the weekly Sunday children's programming for children Nursery through 5th Grade.
- Meet monthly with the pastors and with the Session throughout the year as requested regarding the state of the ministry and any particular needs which may exist and to coordinate Children's Ministry within the overall ministry of RML.
- Develop training resources and materials to be used for the training and continued development of volunteers who are teaching children weekly.
- Recruit and supervise volunteers who are teaching of the weekly Sunday School curriculum.
- Meet monthly with Children's Ministry teachers to encourage each other, address concerns, strategize and pray together for the ministry.
- Oversee the coordination of children's programs throughout the year with the help of volunteers and committee members: Fall picnic children's activities, Christmas Presentation, Easter Egg Hunt, and Summer Fun Day or Vacation Bible School, as well as children's programming during Congregational and Family retreats.

- Refine Children's Ministry policies and procedures for parents and teachers as needed.
- Email communication of announcements or information to RML families.
- Collect new parent/child information and maintain up to date family directory.
- Print current attendance and activity sheets for all classrooms.

Requirements:

- Applicants should subscribe to reformed theology and, more importantly, must demonstrate a vibrant, personal, and practical understanding of the Gospel.
- Applicants must show strong interpersonal, leadership, organizational, administrative and communication skills.
- Applicants must pass all relevant background checks.