

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

**Job Title:** Office and Financial Administrator

**Reports To:** Senior Pastor and Session

**Position Status:** Part-time (30 hours p/week); Annual salary of \$35-40,000 (commensurate with experience)

**Key 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.

**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.