



## Position Title: **Emmanuel Church Administrator (on-site)**

(updated April 2023)

**Description:** The Church Administrator position exists to provide consistency in daily business operations and to uphold the broader mission of Emmanuel. As the top position in the Emmanuel office system, the Administrator is responsible for overseeing various aspects of church business related to finance, facilities, lease agreements, neighborhood relations, and coordination with building tenants. This role requires an individual who is confident, self-motivated, task-oriented, reliable, and easily connects to others with integrity and an authentic relational style. By working in close connection with various members of the Emmanuel staff and congregation, the Administrator will play an integral part in maintaining the quality of work at Emmanuel and the professionalism of the organization. Since Emmanuel is a small church with relatively few staff members, it is expected that the individual in this position will be comfortable working independently and will also be flexible and willing to jump-in to new projects with a cheerful and generous spirit, contributing to a positive culture of joyful servant leadership. We understand each member of our team as a minister of Christ and a representative of Emmanuel in their own circles of work and social influence – for the Administrator role, this means viewing every interaction with staff, tenants, neighbors, vendors, and congregants as an opportunity to demonstrate our integrity and our genuine compassion for all people as we seek to reflect the goodness of God’s Kingdom in Phinney Ridge.

**Reports To:** Senior Pastor / Emmanuel Leadership Team

### **Areas of Responsibility:**

- *Independent Administrative Work (50%)*
  - Maintain regular communication with those who rent space in our facility, including at least bi-weekly check-ins with all tenants and renters, responsiveness to tenant needs and requests, responsibility for managing the lease-writing and enforcement process for new or renewing renters, and managing the recruitment and onboarding of new rental groups.
  - Coordinate with Janitorial vendor and manage expectations for ongoing cleaning of the facility.
  - Research, contract, and pay for all building utilities and for all contracted work performed by outside vendors.
  - Oversee daily financial operations and recordkeeping; process weekly bank deposits in-person and online; ensure accuracy in ongoing budget management; serve as primary contact and manager for the contracted Bookkeeping vendor; act as a member of the church Finance Team for setting long-term budget goals and tracking monthly progress.
  - Ensure compliance with all city, state, and federal codes and reporting requirements for facility and personnel.
  - Weekly walkthrough of all spaces and rooms in the facility to maintain familiarity and to help identify emerging needs.
- *Meetings and Coordination (20%)*
  - Participate as a non-voting member of the Leadership Team (board of trustees), attending the LT meeting that normally takes place every-other Thursday evening from 7-9pm (time subject to change).
  - Weekly Emmanuel staff meeting (1hr) for personal check-in, prayer, and report on church operations/projects.
  - Bi-weekly meeting with Facilities Manager (1hr) to delegate tasks, collaborate on maintenance projects, track progress.
  - Bi-weekly meeting with Senior Pastor (1hr) for personal check-in and project planning.
  - Brief check-in with church staff prior to worship service on Sunday mornings; assist with service as needed.
  - Create processes and work environment to support Leadership Team and church objectives.
- *Facilities Management Special Projects (20%)*
  - Coordinate with Facilities Manager to prioritize and allocate resources for building maintenance and enhancement. Serve as a member of the bi-monthly Facilities Ministry Team and collaborate with Facilities Manager to complete building projects.
- *Other tasks as assigned, with willingness to jump-in to special projects that promote the mission and witness of Emmanuel (10%)*

### **Requirements and Skills:**

*Characteristics:* Self-starting, organized, reliable, task-oriented, ability to delegate, networking-minded, relationally hospitable

*Required Skills:* Basic Microsoft Office, writing proficiency, clear and kind interpersonal communication, broad computer literacy

*Preferred Skills:* Advanced Microsoft Office, Quickbooks, previous managerial and financial management experience

*Prior Experience:* previous administrative or business experience, with clear applicability to the listed responsibilities for this role

**Compensation:** \$35,000 per year + fully funded health insurance policy (through Covenant denomination’s insurance company)

**Time Commitment:** 25 hours per week, on-site, year-round. Office hours are flexible and can be negotiated with the Senior Pastor, with the expectation that some number of hours will be scheduled in the office during normal business hours on at least three different weekdays (Monday-Friday) per week, to ensure sufficient time available for interfacing with tenants and vendors. Periodic vacation days are encouraged, and you will work in advance with staff and volunteers to ensure coverage of your essential tasks prior to your scheduled leave days.

Additionally, because of the inherently relational nature of this position, the Administrator is expected to participate as an engaged member of the Emmanuel church community, attending at least 75% of Sunday worship services (Sunday services are included in the time commitment).



503 N. 50<sup>th</sup> St. Seattle WA 98103  
206.632.5539 [emmanuelphinneyridge.org](http://emmanuelphinneyridge.org)

## Additional Details about Administrator Responsibilities

### Financial Management:

- Oversees the receipt, deposit, and disbursement of all church funds and serves as primary contact with our banks
- Administers church payroll and bill payment in conjunction with the Bookkeeping vendor
- Oversees a financial record system for the church and directs its operations in conjunction with the Treasurer
- Manages our cloud-based record keeping and filing systems utilizing the Dropbox and Google Drive platforms
- Create monthly invoices and track payment for all tenant and rental groups
- Prepares and submits monthly financial reports to the Leadership Team
- Maintains proper cash flow control to meet obligations
- Works with the Leadership Team and Finance Team to prepare an annual budget for approval of Congregation
- Schedules and works with annual financial reviewers or auditors
- Ensures all tax bills and reports are promptly paid and filed, in conjunction with the Bookkeeping vendor
- Maintains all online bill-paying and other electronic business accounts

### Personnel Management:

- Assist Senior Pastor in developing and managing the personnel policies and procedures of the church
- Maintains personnel records for all staff members and giving records for all donors
- Assists in the management and performance evaluation for Facilities Manager, in conjunction with the Senior Pastor
- Periodically reviews wage and salary structures, professional development and training, personnel practices and benefits, and makes professional recommendations to the Senior Pastor and Leadership Team
- Ensures the church's compliance with federal, state, county, and city labor laws and property laws

### Property Management:

- Serves as the primary contact for all tenants and rental groups, and ensures that all scheduled building use is recorded and tracked through our electronic master calendar
- Supports church's maintenance program by hiring and supervising Janitorial vendors, volunteers, and outside contractors (collaborating with Facilities Manager as needed)
- Sets up and manages rental agreements and payment process for building tenants, including church main building and parsonage house on N. 50<sup>th</sup> St.
- Responds to all requests for maintenance or repairs in a timely manner, delegating to Facilities Manager as needed
- Develops and administers policies and procedures concerning the use of all church facilities, in conjunction with the Leadership Team and Senior Pastor
- Manages office technology and computer maintenance, maintains a clean and organized office space
- Periodically evaluates the property and liability insurance needs of the church and works with Leadership Team and insurance vendors to maintain adequate coverage

### General:

- Obtains advice on legal, business, and tax matters for the Leadership Team and Senior Pastor as needed
- Serves as the Emmanuel office manager, including ordering and organization of office and janitorial supplies
- Assists with the training of volunteers for church and social service programs as needed
- Communicates regularly with congregation and community by promptly responding to voicemail and email
- Assists with maintaining church website and promoting the church's mission through electronic and print media
- Participates in at least 75% of Sunday worship services at Emmanuel, building relationships and helping the process run smoothly as a full team player (we're looking for someone excited to join our church community!)

For more information about Emmanuel and The Evangelical Covenant Church, visit [emmanuelphinneyridge.org](http://emmanuelphinneyridge.org) and [covchurch.org](http://covchurch.org).  
Please send a **letter of interest** and a copy of your **current resume** to [bob@emmanuelphinneyridge.org](mailto:bob@emmanuelphinneyridge.org).



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## General Timeline of Tasks for Church Administrator

*To help you get a sense of how the normal schedule works...*

### **Every Office Day** (no less than 3 business days per week)

- check and respond to all voicemail and email, save emails to appropriate inbox folders
- process physical mail
- update master building calendar (Google Drive) to account for all rentals and room usage

### **Weekly**

- attend staff meeting & Sunday worship
- deposit offerings and other payments with bank, communicating budget codes to our Bookkeeper
- pay bills and process reimbursements, communicating budget codes for each item to our Bookkeeper
- walkthrough of whole building to check on condition, learn current needs, tidy-up or clean spaces, etc
- organize and backup computer files to remote servers (Dropbox and Google Drive)
- update and organize physical filing system in office

### **Bi-Weekly**

- meet with Facilities Manager to check-in and delegate/collaborate on building maintenance needs
- meet with Pastor to check-in and talk through processes and new questions
- reach out to every tenant/renter to check-in, support, understand needs, communicate info
- attend Leadership Team meetings & follow-up on tasks assigned

### **Monthly**

- send monthly rental invoices and process tenant payments
- process monthly credit card statements and ensure charges are coded to correct budget line
- process monthly online giving to include in report to Treasurer
- compile monthly budget snapshot and updates, send to Treasurer and Pastor
- review and update database of church members and donors with current contact details

## **Quarterly**

- attend Finance Team meetings & follow-up on tasks assigned
- attend Facilities Ministry Team and serve as budget expert and link to the financial process
- work with Bookkeeper to ensure quarterly taxes are paid (for employees and property)
- ensure quarterly payments are made and accounts updated for property insurance & pension

## **Annually**

- schedule annual systems inspections, with Facilities Manager (boilers, fire control system, etc)
- assist Finance Team and Leadership Team with construction of the proposed annual budget
- work with Bookkeeper to send annual giving receipts to all donors in January
- work with Bookkeeper to finalize year-end financial report in July (fiscal year is July 1 to June 30)

## **Ongoing / As-Needed**

- place orders for office, janitorial, and kitchen supplies as needs arise
- whenever a rental of the space has been scheduled, check that rooms are prepared
- ensure that office equipment is maintained & working properly (computers, printer, WiFi, etc)
- manage building key and door code process for tenants and guest groups
- manage cleaning schedule with janitorial service
- manage lease renewal or new lease agreement for tenants and rental groups