

# Warren Wilson Presbyterian Church & College Chapel

## Position Description

**POSITION TITLE:** Interim Church Administrator and Facilities Manager

**DEPARTMENT:** Warren Wilson Presbyterian Church & College Chapel

**REPORTS TO:** Pastor

### POSITION SUMMARY:

The Interim Church Administrator and Facilities Manager for the Warren Wilson Presbyterian Church and College Chapel is the initial point of contact with the church for members of the congregation, the college, and the public. The Administrator serves as the coordinator for the use of all church facilities; manages the church office; produces weekly worship bulletins and a monthly (online) newsletter; supervises a student work crew when the college is in session; and provides on-going administrative support to committees and programs of the church. As the Facilities Manager, the Administrator works as a liaison between the church and the college on facilities issues, also reporting to the college WPO (work program office) providing reports, timecards, and student reviews. This temporary position is anticipated to last from June 1, 2024, through August 31, 2024, but extension of this time period is possible by mutual agreement.

### SPECIFIC RESPONSIBILITIES:

1. Responsible for telephone coverage during office hours.
2. Serves as liaison between the church, college, and greater community with regard to coordinating all Chapel, Fellowship Hall and Christian Education building usage, including maintaining the calendar of events and issuing contracts for building use by the college and outside parties.
3. Ensures the correct input and maintenance of membership data in the church database. Also helps prepare information packets for prospective members.
4. Assists the staff with planning of Sunday morning and other worship services/memorial services and produces bulletins for these weekly and special services. Meets with the Worship Team as needed.
5. Supports the pastoral care ministry of the church, conveying relevant or critical information about church members to the pastoral staff, maintaining confidentiality as appropriate.
6. Assists the Clerk of Session and chairpersons of church committees with distribution of meeting minutes as needed. Maintains the permanent record of Session minutes.
7. Serves as the supervisor of chapel student work crew (when the college is in session), assuring that all assigned duties are carried out and completed and that facilities are maintained in a clean and orderly manner.
8. Supervises the contract cleaning crew and performs a daily walk-through of the Chapel to ensure that the facilities are in good working order and ready for use.
9. Oversees the publication of the monthly online church newsletter, "The Extended Family," and prints and mails a limited number of hard copies to members who do not have online access.

10. Participates in the Communications Team to coordinate the church calendar and church communications, e.g., the monthly newsletter and weekly bulletin.
11. Coordinates and supervises church volunteers, as needed.
12. Coordinates building repairs with the college, and schedules routine maintenance.
13. Serves as purchasing agent for the church and maintains all office inventory.
14. Performs additional related duties as needed, including making copies, folding bulletins, handling correspondence, and working on special projects, as they arise.

**WORKING CONDITIONS:**

1. Must be able to work 25-30 (summer), 30-35 (when college is in session) hours per week, Monday through Friday.
2. Periodically supervise or assist with the set-up of tables and chairs for church events.

**COMPENSATION:**

A pay rate of \$21.00 per hour is offered for this position. Two additional benefits are provided:

1. Social Security and Medicare payroll taxes (employer portion).
2. An allowance for reimbursable mileage expenses averaging \$25 per month.

**QUALIFICATIONS:**

*Required:*

1. Associate degree or equivalent experience required.
2. Excellent communication skills, both written and oral.
3. Exceptional organizational and people skills.
4. Flexibility regarding duties and work schedule.
5. Thorough working knowledge of a P.C. word processing package (Microsoft Word) and email (Gmail).

*Desirable:*

6. Willingness to learn and promote church policies and procedures.
7. Working knowledge of mass email (e.g., MailChimp) and database management (e.g., Breeze) software.