

FIRST PRESBYTERIAN CHURCH OF NEWARK
(OLD FIRST CHURCH) EST. 1666—CELEBRATING 350 YEARS OF MINISTRY
820 BROAD STREET, NEWARK, NJ 07102
WWW.OLDFIRSTCHURCHNEWARK.ORG

The position of Church Administrator is a half-time exempt position, approximating 20 hours of work each week. (The term “exempt” in this context means that the position is compensated on a weekly basis, not an hourly basis, and, given its administrative and supervisory responsibilities, the position is considered “salaried.”) Ordinarily, the Church Administrator is present at the church for five hours on Tuesdays through Fridays of each week. Some special church occasions will require work during non-standard hours. The Administrator may adjust other work hours to achieve balance.

The Church Administrator reports directly to the Pastor of the Church, who supervises all elements of the work. The Pastor and the Church Administrator will negotiate details of service, such as which hours of the day will serve the needs of the church and the schedule of the employee.

The position will be paid \$615.38 per week. On an annualized basis, this compensation would amount to \$32,000, but this contract states only that compensation will be paid at the weekly rate.

The Church Administrator will receive pay for two weeks vacation annually. Vacation time, which needs the approval of the Pastor, must be scheduled at least one month in advance. Vacation time may not be used during the first 90 days of employment. Sick leave will be paid for five days annually. Permission to take personal time may be extended by the Pastor. National holidays which are celebrated on the days of regular employment will be paid holidays.

The Church will pay the payroll taxes and assessments required by Federal and State governments, and will withhold taxes in accordance with IRS forms filed when employment begins.

Typical duties of the Church Administrator are listed here. Only the first six duties listed are relevant to the work during every week of the year. Most are needed occasionally.

- Preparing and formatting the weekly church bulletin, including getting information from worship leaders and musicians.
- Administrative support to the Pastor.
- Overseeing Church Office operations, including basic clerical duties.
- Supervising office staff, including assignment of tasks.
- Administering financial paperwork for employees, vendors, and contractors, including preparing vouchers for authorized payments and communicating effectively with the Church Treasurer, other authorized check writers, and the Church accountant.
- Creating print materials to support church and church-sponsored events, including editing for format, grammar, and spelling all public communications of the Church.

- Keeping website information updated.
- Liaison between the governing board, Pastor, staff, and congregation.
- Managing church correspondence in consultation with the Pastor.
- Overseeing housekeeping issues which are not in the scope of duties for the Church’s cleaning service or for volunteer members.
- Analyzing needs and implementing methods to enhance day-to- day operations, including computer systems.
- Procuring equipment and/or software authorized by the budget or the governing board.
- Configuring and updating the telephone system as needed.
- Overseeing funeral and wedding arrangements.
- Coordinating conferences, workshops, and training events approved by the governing board.

Please e-mail resume to Rev. Mike Capron, chair of hiring subcommittee, at MikeDaPastor@gmail.com.

We would like to fill this position quickly and will respond to resumes as they come in. Resumes arriving by April 3 will have the best chance, but we will accept them through April 17.