

**Pine Street Presbyterian Church**  
**310 North 3<sup>rd</sup> Street, Harrisburg, PA 17101**

[www.pinestreet.org](http://www.pinestreet.org)

**Job Description for the position of  
Church Administrator**

**Position Title:** Church Administrator

**Position Description:**

- The Church Administrator is responsible for the efficient and effective operation of the church's office, its finances, and its building (physical plant).
- The Church Administrator is under the daily supervision of the Pastor/Head of Staff, with duties and responsibilities as authorized by the Personnel Committee of Session.
- Within this framework, the Church Administrator will develop policies and procedures that support the assigned duties.

**General Qualifications:**

- Bachelor's degree or higher. A degree in the fields of business or public administration is preferable but not required.
- Relevant experience in administration and leadership
- Experience managing an office is preferred but not mandatory.

**Specific Qualifications:**

1. Effective communication skills;
2. Acceptance of theological and cultural diversity;
3. Organizational skills appropriate to management of a non-profit organization
4. Strong administrative, supervisory, and financial skills;
5. Ability to motivate people and work closely with volunteers.
6. Ability to work collegially with stakeholders, both within and external to the church

**Responsibilities:**

The Church Administrator will:

*In the Area of Administration*

- Make operational recommendations based on analysis of the church's current financial and management practices.
- Oversee the day-to-day business, financial, and building operations, communicating with staff and congregation in these matters.
- Attend meetings of the Session and the Board of Trustees.
- Serve as the church's liaison to vendors who support operations of the church, to include The Foundation for Enhancing Communities, Paychex, Standard Parking, and others as deemed necessary.
- Maintain all business and financial records.
- Maintain discretion and confidentiality when working with personal and church information.

*In the Area of Personnel Management*

- Maintain all personnel records.
- Process the payroll.
- Supervise designated staff.

- Develop personnel policies at the direction of the Pastor and the Personnel Committee.
- With the Pastor create an employment atmosphere of teamwork, collegiality, and professionalism.

*In the Area of Finance and Stewardship*

- Chair the Ad Hoc Budget process annually.
- Develop budgets for approval by the Board of Trustees and Session according to church policy. To that end the Church Administrator will advise and consult staff, committee chairs, and team leaders who are part of the budget preparation process.
- Assist in the implementation of the annual stewardship campaign.

*In the Area of General Responsibility*

- Other reasonable duties as assigned by Church Staff and/or Session

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**Physical Demands** - Work will involve moderate lifting and physical activity on occasion.

**Compensation and Evaluation:**

Session will determine compensation and benefits as recommended by the Personnel Committee of the Session.

The Pastor will conduct a performance review of the Church Administrator (usually in the fall of each year) and shall make recommendations to the Session concerning continuance of employment, salary and benefits, and necessary adjustments to the responsibilities of the Church Administrator.

**Termination of Employment:** Either Session or the Church Administrator may terminate the agreement of employment upon thirty days' written notice.

**Contact:** The Rev. Dr. Russell C. Sullivan, Jr., Pastor  
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