The First Church in Belmont, Unitarian Universalist
Congregational Administrator
Position Description

Reports to: Senior Minister
Supervises: Sexton
Hours: 32 hours/week
Status: Exempt
Salary: $45,000 to $50,000/year

ABOUT THE FIRST CHURCH IN BELMONT
We are a thriving congregation of more than four hundred adult members and more than a hundred children and youth. We are diverse in faith, history, and spirituality, and aligned in our desire to make a difference for good. We meet for services weekly on Sundays as well as throughout the week for many programs and activities.

POSITION OVERVIEW
The Congregational Administrator (CA) coordinates and directs the administrative, financial, and human resources functions of the church. This is mostly an on-site, in-person position, with some regular remote work as well.

SPECIFIC RESPONSIBILITIES

Human Resources Management
- Oversee consistent, inclusive hiring processes using best practices
- Complete onboarding and offboarding processes, including collecting required documents according to local, state, and federal laws
- Manage staff benefits (such as vacation and sick time, retirement plans, etc.)
- Submit payroll data
- Maintain employee files

Management of Rental Program
- Meet with and schedule potential rental clients
- In conjunction with the sexton, ensure appropriate staffing for events
- Prepare and execute rental contracts with clients
- Serve as the primary point of contact for clients
- Manage and grow the church's rental program
- Manage the church calendar of space use

Facilities Management
- With the sexton and Property Care Committee, become knowledgeable about building needs, and work continually with congregants and staff to address needed repairs and upgrades
- Schedule and meet with contractors as necessary
- Schedule and meet with (or arrange for someone to meet with) various inspectors (fire, building, etc.)
- Along with volunteer help, share keys and access codes for building access by congregants and renters

Finance/Risk Management
- Work with the Treasurer and Finance Committee to develop the annual budget
- Work with the Treasurer and Finance Committee to implement financial processes and controls, such as the approval and coding of invoices
- Record and deposit all church income, and prepare check disbursements for the Treasurer's review and signature
- Complete proper annual financial and legal filings
- Approve invoices and send them to the Treasurer
- Perform annual insurance renewals (liability, umbrella, health, etc.)

Overall Administration
- Triage walk-in requests, phone calls, and emails from congregants and the public
- Maintain files and well-organized physical and digital office spaces
- Maintain a master list of all access codes for church property
- Maintain contracts, and contact appropriate support for office equipment and IT functions when necessary
- Answer phones and open mail

SKILLS AND EXPERIENCE DESIRED
Note that this is a list of ideal skills and experience. We do not expect candidates to have all of these. We encourage you to apply if you feel your experience might be a good fit for this position.

- Three years' experience in administration, preferably in a non-profit organization or religious/spiritual community
- Experience setting up new systems or analyzing and improving existing systems and processes
- Experience supporting volunteers
- Strong leadership and team-building skills and experience

- Familiarity with basic employee law and best practices
- Familiarity with non-profit financial processes
- Understanding of annual filing requirements and required non-profit reporting
- Proficiency in Microsoft Office, database management, and email programs
- Strong written and verbal communication skills in English

To apply, please send a resume and cover letter to the Senior Minister at minister@uubelmont.org.

Resumes will be reviewed on a rolling basis. If we are able to invite you for an interview, we will contact you as soon as possible.