

**First Presbyterian Church of Ocala Florida**  
*Celebrating 167 Years of Service to God and Community 1857-2024*  
Church Administrator - Job Requirements

**The Church Administrator Position**

The Church Administrator reports to and works closely with the Pastor and is the “Chief Operating Officer” of the church. As an integral part of the church’s leadership team, the Church Administrator is responsible for assisting the pastoral, program, administrative and support staff in implementing the mission and vision of the First Presbyterian Church of Ocala. The Church Administrator manages the overall day-to-day operations of the church and provides direction and leadership for strategic planning efforts, including the formation, alignment and implementation of agreed upon plans.

By fulfilling the following accountabilities, the church administrator will help ensure the smooth and effective operation of the church, supporting its mission and serving the congregation and community effectively:

**Financial Management**

- Budget Preparation and Oversight:
  - Prepare annual budgets in collaboration with church leadership.
  - Monitor and report on financial performance against the budget.
- Accounting and Bookkeeping:
  - Maintain accurate records of all financial transactions.
  - Ensure timely processing of payments, deposits, and reimbursements.
- Financial Reporting:
  - Prepare monthly, quarterly, and annual financial reports.
  - Present financial updates to the church board and congregation as required.

**Facilities Management**

- Routine Maintenance and Repairs:
  - Oversee routine maintenance and repairs of church facilities and grounds.
  - Assist the Building and Grounds Committee with major repairs and renovations.
    - Act as the committee’s liaison with contractors and vendors.
- Facility Management and Scheduling:
  - Manage the scheduling and usage of church facilities for services, events, and community activities.
  - Ensure facilities are prepared and appropriately set up for events.
  - Ensure the church’s sanctuary and/or the fellowship hall is properly set for worship services. This includes electronics up and working, soundbooth being manned, choir and handbells setup and set as needed for special services.

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**Administrative Support**

- **Office Management:**
  - Maintain an organized and efficient church office.
  - Oversee office supplies, equipment, and inventory.
- **Communication:**
  - Coordinate and manage church communications, including newsletters, bulletins, and social media.
  - Ensure the Church's Sunday bulletin is produced timely and accurately.
  - Make sure the Church's website is up-to-date and the weekly church service is edited and uploaded to YouTube.
- **Human Resources:**
  - Staff Coordination:
    - Supervise and support church staff and volunteers.
    - Coordinate staff meetings, training, and development activities.
    - Ensure employee files, including working and leave hours, are correct and up to date.
  - Volunteer Management:
    - Recruit, train, and coordinate volunteers for various church ministries and events.
    - Maintain records of volunteer participation and service hours.

**Compliance and Risk Management**

- Policy Development and Implementation:
  - Develop and implement church policies and procedures.
  - Ensure compliance with local, state, and federal regulations.
  - Risk Management:
    - Identify and mitigate risks to church operations and facilities.
    - Oversee insurance coverage and claims processing.

**Membership and Records**

- Membership Records work with the Clerk of Session to:
  - Maintain accurate and confidential records of church membership.
  - Track attendance, baptisms, marriages, and other membership-related data.
- Database Management:
  - Oversee the church's database and ensure data integrity and security.

**Event Planning and Coordination**

- Event Management assist the Pastor and appropriate committees to:
  - Assist in planning and coordinating church events, including services, weddings, funerals, and community outreach activities.
  - Work with event coordinators and volunteers to ensure smooth execution.

**Strategic Planning**

- Goal Setting and Evaluation:
  - Assist in setting strategic goals for the church's growth and development.

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- Monitor and evaluate progress towards achieving these goals.

**Requirements of the Position**

**Experience**

- At least 5 years serving in a leadership role of a church or not-for-profit organization.
- A firm understanding of not-for-profit accounting concepts, practices and procedures.
- Strong reasoning, communication and presentation skills in diverse speaking settings.
- Moderate advanced computer skills. To include Microsoft Office Suite, graphics, websites, social media and database management.

**Office Hours**

- This is a 28 to 40 hour per week position.
  - Office time, not including lunch, is flexible.

**Physical Requirements**

- Sufficient physical ability to work in an office setting and operate office equipment. The position requires being able to sit for extended periods of time, and continuously performing hand and wrist work including grasping. The position requires occasionally having to lift items weighing up to 25 pounds.
- Vision sufficient to read computer screens and printed documents.
- Being able to hear in the normal audio range with or without correction.

**Compensation**

- A base salary starting at \$20 per hour or more commensurate upon experience and education.
- Additional benefits like 403(b) and health insurance are negotiable
- Paid vacation and sick days

**The Church**

With 11 charter members, Ocala's First Presbyterian Church was organized as a Home Mission church in the summer of 1857 by the Presbytery of Florida, then a part of the Synod of Georgia. For 27 years, Stated Supply ministers served the church occasionally until we received our first regularly-installed pastor in 1884.

On June 10, 1928 the church celebrated the formal opening of its present church building. The church bell, donated in 1891, still rings from the present church building.

Throughout its 160+ years, FPC has become a great community church striving to fulfill its mission: "To be an inclusive downtown community of Christian faith. We seek to welcome all people through prayer, meaningful worship and supportive groups while sharing our talents and resources with those in need." Through our many programs, community involvement and

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support of world missions both physically and monetarily, we endeavor to fulfill our stated mission.

The First Presbyterian Church of Ocala has approximately 450 members and is an affiliate of the Presbyterian Church USA.