

**SUNSET PRESBYTERIAN CHURCH**  
**JOB DESCRIPTION**

**POSITION TITLE:** Church Administrator

**INCUMBENT:** Rick Noling

**REPORTS TO:** Senior Pastor

**FLSA:** Exempt

**DATE JOB DESCRIPTION APPROVED:** September 20, 2022

**PHILOSOPHY**

Sunset Presbyterian Church is a community of people, connected to each other and committed to loving our world through faith in Jesus Christ, who are experiencing the life-changing power of that faith, who are expressing Christ's love through serving, and who are actively reproducing these values through mentoring and investing in others. The Church Administrator must be committed to Jesus Christ and the work Christ is doing at Sunset Church and be in agreement with these Values. The person in this position is expected to have spiritual integrity as well as loyalty and commitment to the staff and congregation of Sunset Church.

**POSITION SUMMARY**

The Church Administrator of Sunset Church, is responsible for all areas of administration, including management of the staff (except those supervised by the Sr. Pastor or Associate Pastor), budget, facilities, accounting and risk management. The person in this position collaborates with the Senior Pastor to provide leadership for the development of its ministries, so that it fulfills its defined mission and reflects its core values. The Church Administrator, the Sr. Pastor and the Associate Pastor work together to facilitate and nurture a team-based organization that values and rewards collaboration across ministries and team-based decision making and to ensure the achievement of ministry goals. The Church Administrator is a member of the Senior Leadership Team.

**JOB RESPONSIBILITIES**

**A. SENIOR LEADERSHIP TEAM:** Collaborates and cooperates with the Senior Pastor as a member of the Senior Leadership Team to address the following:

1. Develops and implements annual performance plans and goals for Sunset with key measurable objectives with approval of Senior Pastor.

2. Provides monthly reports to Sr. Pastor and to Session on progress toward meeting key objectives.
3. Collaborates with the Senior Pastor to implement Annual Goals and Long-Term Priorities. Has primary implementation responsibility in the areas of his/her oversight.
4. Implements practices to ensure integrity of accounting systems and church records. This includes monthly reconciliation of church accounts, annual review of membership records and church capital assets.
5. Articulates and promotes transparency with clear, impassioned, and powerful communication of Sunset's mission, discipleship and values to ministry leaders, staff, volunteers, and the congregation.
6. As necessary to support the Senior Pastor, networks ministries together to enhance their effectiveness and increase Sunset's impact.
7. Keeps current with trends and best practices for church ministry and communicates such information and knowledge to staff and Session.
8. In collaboration with the Senior Pastor and Associate Pastor, conducts an annual review of the organizational structure to highlight what may need changing.
9. Collaborates in the Senior Leadership Team to ensure all staff and teams are effectively working together to accomplish the goals approved by Session.
10. Provides pastoral care as requested.

## **B. MINISTRIES AND ADMINISTRATION:**

### **1. FINANCE**

- a) Manages the ongoing operations of Church support services, such as accounting, finance, facilities, security, and human resources.
- b) Oversees the annual budget, stewardship evaluation, and compensation/benefits programs.
- c) Collaborates with the Senior Pastor and Session in establishing and communicating Church financial policies and procedures.
- d) Serves as a member of the Finance Committee.
- e) Manages Church banking relationships.

### **2. ACCOUNTING**

- a) Supervises Bookkeeper and Accounts Receivable staff.
- b) Reconciles all checking and credit card accounts monthly as a check and balance for best practices.
- c) Monthly reviews Church Financial reports.

- d) Manages relationship with Sunset auditors.

### **3. HUMAN RESOURCES**

- a) Manages contract and relationship with Insperity Inc., the provider of Payroll and HR services.
- b) Manages the ongoing Human Resources operations of Church.
- c) Analyzes staffing needs. In collaboration with the Senior Pastor and other supervisors, develops job descriptions for new and existing staff positions.
- d) Hires all staff, with input from the Senior Pastor, supervisors with direct reports, and the Human Resources Committee. Supervises all staff (except those under the supervision of the Senior Pastor and his direct reports).
- e) Responsible for the oversight and adherence to the Sunset policy manual governing all employment related matters, including, but not limited to, the hiring, discipline, and termination of employees.
- f) Ensures that all staff and teams under his/her supervision are operating effectively and held accountable for their respective responsibilities.
- g) Serves as a member of the Human Resources Committee.
- h) Works with managers and staff to resolve conflicts in collaboration with the Human Resources Committee, if deemed necessary.

### **4. FACILITIES**

- a) Manages the ongoing operations of Church support services, including facilities, security, and risk management.
- b) Serves as a member of the Risk Management Committee.
- c) Reviews contracts for facilities, insurance and rentals.

### **C. Performs other tasks requested by the Senior Pastor and Session.**

### **D. Fulfill smaller tasks on attached task list**

### **JOB REQUIREMENTS**

1. Bachelor's degree required; MBA, ten years equivalent experience
2. Master's degree in Theology or Divinity preferred.
3. Minimum of ten years demonstrated experience in administration of a large church (500+ members) faith-based organization, or business with specific Human Resource training and financial background. Project management and program management also preferred.

4. Proven ability to successfully provide administrative services and support to a large church focused on a strategic faith-based spiritual direction.
5. Demonstrated experience in the supervision of staff and volunteers.
6. Has shown a commitment to a team-oriented, partnership-based approach to management and leadership with Senior Pastor and direct reports.
7. A proven team player who seeks accountability for himself/herself and other staff and volunteers in their work for God and Sunset.
8. Personal life exemplifies integrity, humility, honesty, and openness.

**APPROVED BY:**

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Rick Noling, Church Administrator

Date

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Steve Ruetschle, Senior Pastor

Date