

PRAIRIE CIRCLE UNITARIAN UNIVERSALIST CONGREGATION

Job Description updated/approved 3.9.2021

Position: Church Administrator

Hours: 20

Reports To: Church Board

Work Environment: Remote. Attends Board Meeting Monthly virtually though may be asked to attend in person for special meetings. Employees provide their own internet and phone access.

Equipment Provided: Laptop and printer

General: The Church Administrator provides administrative services including donor database maintenance (BREEZE), preparation of the weekly newsletter, email updates, website maintenance, promotion of congregation, support services for the Church Board and committees and other projects as requested.

Duties and Responsibilities:

Donor Documentation/Treasurer Support

10%

- Weekly
 - Enter into BREEZE donations from the Intake Collection form.
 - Provide the Treasurer Team with .pdf of the batch to post to QB
 - Each Monday edit the Online Giving Batch(es) from weekend contributions. Shared Basket needs to be split and applied as well as fee donations. Connect new donors to a profile in BREEZE.
- Bi-Weekly
 - Email staff to remind them of logging hours. The Treasurer Team will process.
- Monthly
 - Provide the Treasurer Team with a list of payables.
 - Adjust BREEZE import file for ACH (SJC organization) and import.
 - Provide the Treasurer Team with .pdf of batch to post to QB.
 - File a credit card reconciliation report and supporting documentation to the Treasurer Team.
- Annually
 - Create a pledge campaign in BREEZE
 - Log annual pledges for each donor as submitted. Add new pledges as relevant.
 - Review with the Treasurer Team to determine the payables. Determine whether a payable is appropriate for bill pay or can be automated.
 - When W-2's and 1099's are completed by Treasurer coordinate support to distribute i.e. printing and mailing copies

- Donor Statements
 - In early December, process a preliminary annual donation statement and email to pledging donors. This provides a real-time status of what they pledged and how much they have paid. It gives an opportunity for pledgers to add to their giving for tax purposes. Include a notice in the eWeekly that they were distributed so people can look for them.
 - In January, process annual donation statements and email to donors. Print and mail to members/friends that are known to not use email. Include a notice in the eWeekly that they were distributed.
 - In January, email all donors by email with their donation information.
 - In April, coordinate with the Board for any pledges with no contribution record. Bylaws indicate members need a record of contribution within 30 days of the annual meeting to participate in member benefit of voting.
- As needed
 - Create necessary funds for receiving donations. For example, Social Justice Committee (SJC) organizations, Memorial Gifts, etc. Align funds with Budget accounts. Coordinate with the Treasurer Team if needed.
 - Forward to Treasurer Team email notification from Benevity so it can be posted in QB.
 - Process recertification for Benevity, usually in August. Ask the Treasurer Team for support as needed.
 - Process any recertification for YourCause/NPO if needed. Ask the Treasurer Team for support as needed. This is new - not sure of the process.
 - Process relevant tax and related forms, such as the application for tax-exempt letter (expires 8.1.2024), when requested by the church board.

Promotion/Publications/Social Media (i.e. Facebook)

25%

- When in-person, the Worship Coordinator created the OOS. The Church Admin created the announcement page and sent the final documents to the Sunday Service people. This needs to be revisited when we return to in-person. The OOS and announcements were designed in Publisher.
- Send final copies of the OOS/Announcement page to the printer (if decided to continue to provide a printed OOS) and appropriate participants. Contact whomever is picking up the completed printed OOS copies that it is ready for pickup.
- Prepare the Thursday eWeekly via MailChimp and post on the website. This has to be posted a week in arrears because the service link information is included.
- Monitor the PCUUC Community FB private group page for appropriate postings. Committees are encouraged to post to the private page directly. Consult with the Board liaison as needed.
- Post to either page as appropriate. The public page can include overall PCUUC statements of support from the Board or committee in line with the PCUUC communication policy.
- Maintain the distribution list in BREEZE which syncs to MailChimp. Coordinate information flow from Board, staff and committees.
- Post to the Facebook (FB) public and private page the upcoming service.
- Develop with the Membership Committee a PCUUC Promotion Plan to increase PCUUC's online presence with the intent of drawing in more Visitors. Plan should be updated

annually incorporating driving traffic to website and Social Media outlets. Progress report should be provided twice annually to the Board and Membership Committee.

Church Board Support

15%

- Prepare membership email for the annual congregational meeting in accordance with deadlines and assistance from the Board and meeting moderator. The President, Treasurer and DRE provide reports for the packet. Documents can be posted on the website and linked or sent as attachments as appropriate. (May only - 10 days prior to the annual meeting.)
- Attend and draft minutes for the Annual Meeting and any Special Meetings/Town Hall Meetings. Record meetings and retain until approved and posted. (Zoom or Recorder)
- Assist in the preparation of membership mailings for annual pledge drives. The Board Stewardship Team will initiate this effort and reach out to the Membership Committee as needed.
- Create a Google drive folder for the Board along with supporting resources. Review with Board members as needed.
- Update Board historical document as well as the Board/Committee Contact list annually. Post contact list on the website in the same tab of the directory.
- Support and seek input from Board or Board Liaison and Membership Committee as needed – re-certification, rental agreements, social media posts, etc.
- Support the Stewardship and Fundraising Teams as needed and able
- Facilitate an annual review of the backup procedures for Church Administrator, RE, and Worship Coordinator with the Board as well as the individuals. This is within the lens of a temporary (less than a month) employee leave due to illness, family, or emergency.

Membership Committee Support

20%

- Within BREEZE maintain the membership roster including additions, resignations, address changes and status changes. Coordinate with Membership as needed. Make appropriate changes to the Unitarian Universalist Association list.
- Coordinate with membership and Board to submit annual recertification with UUA which is due February 1st. If needed, reach out to the members to vote on any UUA inquiries. In addition, update membership addresses as needed to assure delivery of semi-annual UU World.
- Attendance
 - Virtually compile attendance within Zoom usage reports.
 - In-person maintain the attendance log from data on the intake form.
- Post the online Church Directory (Members and Pledging Friends) from BREEZE on a regular basis especially if data is updated.
- Retain visitor database – google document – incorporate it into BREEZE.
- Prepare publicity mailings to membership and to the general public.
- Maintain name tags.

Communication /Website Support/BREEZE/NameCheap

20%

- Communication
 - Check email daily during the church week. Distribute information to the Board, committees and staff as necessary.
 - Forward church voice mail as necessary from messaging service AT&T or return calls as appropriate.
 - Change the message as needed.
 - Distribute special communications to the congregation as needed and requested. i.e. stewardship, approved PCUUC fundraising, special meetings, etc.
- Website – Wix.com
 - Maintain the calendar portion of the website as requested by committee chairs and Board members.
 - Assist committee chairs with other website postings as requested. i.e. shared basket.
 - Post Upcoming Services for Worship - the current format best supports two upcoming services.
 - Post sermon/homily recordings weekly.
 - Post meeting minutes for the Board once approved, SJCommittee meeting minutes in addition to the minutes from any congregational meetings or retreats to the website. Maintain ongoing record of minutes on church laptop (aka PCUUC Server)
- BREEZE - Church Management Software
 - Maintain records as needed adding new people/donors.
 - Work with committees and Board to utilize BREEZE in accordance to their roles.
 - Provide help as needed for groups to support coordination/communication i.e. tags and volunteer management
 - Migrate historical documents as able.
- NameCheap - Domain Host and email forwarding .org/.group
 - Update distribution list for leaderless groups i.e. PrairieWomen, Men's Fellowship and BookClub (.group domain)
 - Update email forwarding to committee chairs/co-chairs as needed. (.org domain)
 - Maintain certifications as needed and annual payment of domains.
- Zoom – Virtual Meeting Subscriptions (Zoom1 and Zoom2) as users under UUA umbrella package.
 - Schedule services and meetings.
 - Disseminate the information to the necessary parties/congregation as well as host key to the meeting host at the beginning of the month.
 - Provide support to hosts as needed.

Miscellaneous Other Duties

10%

- Process annual RE staff background checks and notify the DRE/RE Committee of completion.
- Maintain
 - computerized copies of church documents for archival purposes.
 - subscriptions for Microsoft One Cloud (data backup)and virus protection for the church computer. Both are set to automatically run.

- organization of church computer files and delete outdated materials
- annual eligibility documentation for TechSoup as needed. TechSoup provides low-cost donated or refurbished hardware for eligible non-profits.
- Migrate documents from drive or other sites to website/Google Drive/office computer as appropriate. Seek guidance from the Board if needed.
- Update the UUA as to the roster of elected officials and staff annually or as necessary.
- Purchase office supplies for administrative purposes and, as requested, for the Church Board, committees and staff as long as they are within budget.
- Attend Committee meetings as requested to facilitate discussion, a new procedure, etc.
- Participate in webinars, conferences, meetings as they relate to JD or further advancement of skill set as long as it is within budget or approved by the Board.
- Annually review the closing Procedures for services with Board/Worship/RE and post approved plan to the website usually in Oct/Nov. Link in eWeekly for congregant reference.
- Annually review the Church Administrator “How-to Tasks” document and update as needed. Provide a copy to the Board.
- Complete other appropriate duties as determined in consultation with the Church Board

Revised March 2021