



**FIRST UNITED METHODIST CHURCH**  
200 W. Lampkin St., Starkville, MS 39759  
(662)323-5722                      [www.first-umc.org](http://www.first-umc.org)

**POSITION ANNOUNCEMENT**  
**CHURCH ADMINISTRATOR**  
September 1, 2022

First United Methodist Church, Starkville, Mississippi, is seeking applications for the position of Church Administrator. For further information and to apply contact Brian McCaskill, Chair of Staff-Parish Relations Committee, at [applications@first-umc.org](mailto:applications@first-umc.org). Please provide a cover letter and resume with three professional references. Applications will be received through September 30, 2022.

**MINISTRY SUMMARY**

This is a full-time position responsible for the primary business administration of this active and growing congregation. The City of Starkville is a vibrant community with strong ties to Mississippi State University. Duties required, but not limited to, serving the church by providing overall direction to the financial, and human resources affairs of the church. Leadership and supervision of staff and volunteers involved in these aspects of the ministry of the church. Provide support services for the Weekday Ministries. Must be able to work within a ministry team, coordinating planning, decisions, and activities. Strong administrative and communications skills are necessary.

**RESPONSIBILITIES AND DUTIES**

- Work with appropriate committees, officers, and leaders in carrying out the business affairs of the church.
- Ensure that appropriate and accurate accounting records are maintained including accounts payable and receivable.
- Oversee the church payroll and employee-related taxes for all staff. Ensure compliance with appropriate government regulations.
- Work with the Finance Committee and staff to develop and manage the church budget.
- Research new business procedures, computer techniques, and financial programs. Oversee maintenance of church database systems.
- Work with the Board of Trustees to ensure that appropriate and adequate insurance coverages are in place including workers compensation, property, casualty, and liability.
- Work with Staff Parish Committee to implement personnel policies and procedures of the church. Oversee development of job descriptions for related staff.
- Supervise and schedule support staff members in accounting, secretarial, and food services.
- Maintain accurate and up-to-date personnel files, including leave records and processing employee benefits programs.
- Coordinate and oversee scheduling outside use of facilities.
- Coordinate and monitor purchasing of equipment, furniture, supplies, and other items.
- Coordinate property management and maintenance with the Church Facilities Coordinator.
- Attend weekly staff meetings, Finance Committee Meetings, and Trustees Meetings.

## ACCOUNTABILITY

- Office hours are Monday – Thursday 8:30 a.m. – 4:30 p.m. and Friday 8:30 a.m. – noon. Occasional duties outside of routine office hours may be required.
- Report directly to the Senior Pastor and relate to the Finance Committee, Board of Trustees, and Staff-Parish Relations Committee.
- Adhere to SFUMC Staff Policies and Procedures manuals and The Book of Discipline of the United Methodist Church.
- Must maintain a professional appearance and be courteous to all persons.
- Must successfully complete a standard check.

## QUALIFICATIONS

- Bachelor's degree with a minimum of five years experience in managing accounts payable and receivable, bank account reconciliation, along with payroll and benefits administration. Experience with Church or non-profit organization helpful.
- Proficiency in Microsoft Office, particularly Excel, and familiarity with database management. Church utilizes ACS/Realm software system.
- Salary commensurate with education and experience.
- Benefits include matching defined contribution plan, Health Savings Account, and paid vacation/sick leave.