



Church Administrator

Bethel United Church of Christ, Elmhurst IL

Our Community: Bethel UCC is a vibrant, open and affirming, mission-focused church that exists. “to be a Christian congregation of neighborly love, and to serve as an instrument of God's love in our community and the world.”

Role Summary: Church Administrator organizes and communicates information relating to worship, church programs, calendar and building usage to church members and the community and works toward keeping the day-to-day operations at Bethel organized and faithful to our mission.

Responsibilities:

- Maintain the membership records and database.
- Maintain a master calendar for church meetings and functions.
- Send reminders to lay leaders for the Sunday service.
- Prepare and distribute the monthly e-newsletter.
- Prepare and print the weekly worship bulletin.
- Prepare and print bulletins for weddings, funerals and special occasions.
- Prepare and distribute materials for the annual stewardship campaign.
- Prepare and distribute materials for church programs, including the Music@Bethel concert series.
- Distribute the weekly Christian Education materials to teachers.
- Order office and facility supplies.
- Manage the Brivo door system and coordinate building usage for community events and activities, including outside rentals.
- Work with building contractors, inspectors, cleaners and landscapers-to maintain our building and grounds.
- Prepare and distribute the annual report.
- Prepare and distribute monthly Council and Board packets.
- Provide Administrative support to the Senior Pastor
- Manage Bethel’s on-line presence including but not limited to the Bethel website, YouTube channel and Facebook page.
- In all aspects, carry out this role with a focus on honoring confidences, encouraging lay leaders and promoting thoughtful and active growth in faith in our membership.

Details of the Position: This is a 75% salaried position with no health benefits. Hybrid work would be considered. The salary range is \$26,520 – \$31,200. Bethel employees receive a 50% tuition discount at Bethel Learning Center.

Qualifications:

- Proficiency with Microsoft Office
- Proficiency with social media applications
- Proficiency with calendar management
- High School Diploma or equivalent

Resumes can be sent to gretchen@bethel-ucc.org