

**CHURCH AT CLARENDON of Arlington, Virginia**  
**SEEKING a CHURCH ADMINISTRATOR**



The [Church at Clarendon](http://www.1bc.org) located in Arlington, Virginia is seeking a responsible and proactive Church Administrator to join our team and help our organization run as efficiently as possible by overseeing daily operations. The Church Administrator manages staff and volunteers, works with the community, and directly supports the Pastor and other church staff members.

**SUMMARY:** The position will coordinate, plan, and execute church events; maintain office supplies and records; assist to create budgets, oversee payroll and track and record church income. In coordination with the Church Bookkeeper, Treasurer and Clerk, the Church Administrator will keep accurate financial and administrative records, supervise maintenance staff and projects and work in close coordination with the community and on-site partners, the Child Development Center and Leland Seminary, to coordinate and address needs and ensure smooth operations. This is a part-time position, anticipated to require 25-30 hours per week, with salary based on experience. Portions of this job can be done remotely. The Church Administrator reports directly to the Senior Pastor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

- Keeping the calendar for the use of church facilities; processes facility use applications and assists with scheduling meetings, renting equipment and facilities, and enforcing policies.
- Handling church communications and publications, creating and distributing bulletins and newsletters and updating the church website as directed.
- Manage HR files and employee benefits; coordinate with vendors and maintain records.
- Building and maintaining relationships with the congregation and community.
- Coordinating maintenance and repairs in the church facilities, contacting and meeting repair vendors and maintenance services, overseeing and evaluating their work, and ensuring proper payment. Responsible for collecting rent of on-site tenants and coordinating activities with them, and for ensuring proper security and insurance protections for church properties, monitoring utility usage, keeping inventory of church property and equipment, and tracking any regulatory issues concerning church property.
- Working closely with and reviewing reports prepared by the Church Bookkeeper and Treasurer; provide support regarding donations, banking, and financial matters.
- Maintaining membership and donor roll and contact information; prepare reports on donations and benevolence requests.
- Ensuring that the church has cash flow controls to meet its financial needs and obligations in a timely and appropriate fashion; works with the deacons, pastor and/or partner agencies in responding to benevolence requests.
- Ensuring that office equipment is in good working order; oversees maintenance and repairs, keeps an inventory of office supplies, handles shipments and orders supplies as needed.
- Supporting arrangements for weekly Sunday worship services, Wednesday evening bible studies and special church services including on holidays. Provides logistical and scheduling support for special church activities (e.g., annual picnic, community days, etc.)
- Reporting on weekly activities to the Senior Pastor; completes monthly reports that are submitted to the Church Administration Team (CAT). Coordinates closely with Senior Pastor and, as needed, with ministerial and lay leaders, officers, deacons, and trustees.

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**MINIMUM QUALIFICATIONS:**

- An associate degree in business, office management, or related field and two years of office or administrative experience.
- Ability to handle multiple tasks to ensure the church is well-run, maintained, and staffed.
- Have excellent organizational, time management and communication skills.
- Strong computer skills, proficient at Microsoft Suite (Word, Excel, and PowerPoint) and an ability to operate office equipment and learn new administrative software.
- Ability to keep confidential and sensitive information.
- A commitment to being a moral and upstanding representative of the church community.

**DESIRABLE:**

- Believe in Jesus Christ as your Lord and Savior and continue to build a love relationship with Him. Flexibility in allowing God's vision to take time to come to fruition with a heart of service.
- Proven work experience as a Church Administrator or similar role.
- Relevant training and/or certifications as a Church Administrator or similar role.
- Familiarity with *Church Windows* software is a plus.

**Interested applicants should submit their resume and cover letter to [churchinfo@1bc.org](mailto:churchinfo@1bc.org) on or before Friday, March 15, 2024.**

The First Baptist Church of Clarendon dba the Church at Clarendon is a Baptist church located in Arlington, Virginia. You can learn more about the Church at Clarendon by visiting [www.1bc.org](http://www.1bc.org)  
The Church at Clarendon affirms the following statements:

**Mission:** Inviting you to discover Christ and live a life of purpose and passion.

**Vision:** To be a training ground for God's disciples, preparing us to live out our faith.

**Our Strategy:** Worship, Serve, Grow, Connect

**We Value:**

- **Embracing Community:** We reach out, welcome, and include our neighbors.
- **Journeying Together:** We seek authentic relationships. We support each other in our quest for God.
- **Putting Faith into Action:** We challenge and prepare each other to participate, lead, and partner with others in God's service.
- **Commitment to God's Word:** We anchor ourselves in God's truth and love.

**We Are Becoming People Who:**

- Worship in Community
- Read, Pray, and Listen to God Daily
- Walk the Talk with Friends
- Know and Exercise Spiritual Gifts
- Serve and Give Generously
- Reach Out, Invite, and Show the Way

**Church Theme** – Becoming.Better.Together. (1 John 3:2)