

POSITION DESCRIPTION

Title: Church Administrator (CA)
Reports to: Minister
Date: 3/2026

FLSA Status: Hourly
HOURS: 20 hrs/week, year-round

Position Purpose

To provide the primary administrative support for our congregation at First Parish Brewster Unitarian Universalist (FPBUU). This role is central to ensuring the smooth operations of the church by: providing administrative support for Human Resources functions; overseeing church communications, including responsibility for website updates and other church publications; maintaining an accurate membership database; supervising the Facilities Manager and Office Volunteers (COVE); working collaboratively with the Thrift Store Manager; managing onboarding of new staff members; overseeing the maintenance of office equipment, furniture and fixtures; and performing other office tasks to support the Minister, FPBUU staff, Boards and Board committees.

Essential Job Functions

The following are essential job functions along with other tasks which may be assigned by the Minister or to support the continuing operations of the church business. Across all these functions the CA must possess excellent communications skills discretion and the ability to manage multiple priorities in a collaborative, mission-driven environment.

Administrative Responsibilities: Facilitating monthly office volunteer meetings. Overseeing and collaborating with office volunteers on publication of the weekly Order of Service and the weekly newsletter. Overseeing mail distribution. Supporting systems of inventory and control of the office budget. Managing building rentals for memorial services, weddings, and room rentals including cost guidelines, contract preparation and payments. Reviewing and signing contracts as specified in FPBUU policies.

Human Resource Management and Support: Managing staff benefits and ensuring all personnel records are accurate and up-to-date. Providing input to twice monthly payroll regarding staff salaries, benefits, and deductions. Knowing (and ability to research) state and federal employment regulations to ensure that FPBUU is in compliance with these regulations. Researching Unitarian Universalist Association (UUA) guidelines as needed. Onboarding new hires in collaboration with other appropriate staff members, including managing CORI/SORI forms. Supporting the Personnel Committee and Minister in implementing HR requirements, general policies and procedures. Holding regular supervisory meetings with staff who directly report to the CA. Conducting annual evaluations for these direct report staff and submitting recommendations as appropriate to the Minister and Personnel Committee.

Communications and Public Relations: Overseeing the development and maintenance of the church's publications including the website, newsletters and Order of Service. Ensuring the website is kept up to date. Posting regularly on FPBUU's Facebook page. Designing and submitting advertisements to local newspapers, online and special publications. Working collaboratively with program staff and volunteers to coordinate publications. Preparing an Annual Report in June, assisting with mailings to members and supporting Congregational Meetings.

Leadership and Program Support: Serving as a key resource to representatives' program areas about the church and its policies and procedures. Providing administrative support for Ministers, Boards, Board Committees, congregational meetings and other projects. Responsible for annual UUA certification.

Membership & Pledge Record Management: Managing FPBUU's member database and coordinating with the Financial Administrator in support of pledge campaign records.

Congregational and Systems Support: Maintaining current systems and looking to improve systems to streamline and improve efficiency, communications and management. Maintaining and improving the church's records including property documents, contracts and other such relevant materials. Providing oversight of Ushers and Offertory Collections. Acting as a resource for major office-related computer applications including website, social media, public relations and database management.