



First Presbyterian

CHURCH OF PORTLAND

First Presbyterian Church, Portland Position Description

Title: Church Business Administrator (CBA)
Position Type: Salary/Full-Time
FLSA: Exempt Reports to: Head of Staff
Updated: April 2020 Reviewed by: Personnel Committee

Mission Statement: *Glorifying God, Proclaiming Christ, Serving Others*

Vision Statement:

At First Presbyterian Church, we commit to building faithfully on our legacy as a Christ-centered community, serving the spiritual needs of a multi-generational congregation, welcoming and accepting all, honoring all voices. Through engaging worship, thoughtful education, warm fellowship and caring outreach, we will develop and sustain disciples for Christ, serving our neighbors near and far.

Purpose:

The CBA is responsible for providing adequate and timely resources to support the pastoral, program, administrative, and support staffs in implementing the mission of the church as approved by Session. The CBA manages the overall day-to-day operations of the church and provides direction for implementing the church's mission in the areas of finance, office and facilities. The CBA also oversees the management of the church's parking garage as the official liaison with the contractor, and presently provides financial and personnel services to the church's camp and conference center, Menucha (in the Columbia Gorge). Menucha will likely become independent in 2021. The CBA's work in addressing the administrative needs of the congregation and the Presbyterian model of governance allows the pastoral staff more time to focus on the preaching and pastoral leadership of the church.

Qualifications:

Required:

1. Commitment to the church and its mission, under the Presbyterian governance model in which the Session is the governing body
2. Experience managing multifaceted organizations, non-profit experience preferred
3. Knowledge and expertise in financial, accounting and business operations including software and systems used in non-profit accounting, business communications, and security, as well as information technology (IT) and issues of data security
4. Excellent written and oral communication skills
5. Facility in managing and supporting a paid staff with diverse responsibilities and a large number of volunteers fulfilling many roles supporting the congregation's mission

6. Demonstrated ability to encourage and nurture staff
7. Willingness to work collegially as part of the staff team and closely with the Pastor-Head of Staff
8. Willingness to acquire a working knowledge of the Presbyterian Book of Order, church by-laws and procedures
9. Ability to use Microsoft Office, Word, PowerPoint, Excel software, and to learn the church's Shelby software and CCB (Church Community Builder) data base
10. Experience/knowledge of general contract management

Preferred:

1. Bachelor's degree in a related field or other applicable degree or Certification as a Church Administrator
2. Previous experience in a church or non-profit setting as staff or volunteer

Knowledge, Skills & Abilities:

1. Leadership skills as a key member of the staff team
2. Ability to work with a wide variety of people, and to help facilitate of the work of the staff.
3. Creativity and flexibility
4. Ability to work with confidential issues and to respond to requests from members of the congregation
5. Strong problem solving and organizational skills
6. Knowledge of employment law
7. Ability to manage several high priority projects at once and ability to prioritize projects and tasks.

Responsibilities:

1. Provide overall direction and leadership for finance and accounting; facility management; safety policies/procedures
2. Hire, train, supervise, encourage and develop support staff
3. Coordinate all personnel and human resource activities under the oversight of the Personnel Committee
4. Provide for training and nurture of staff who report to this position
5. Maintain awareness of software and hardware requirements and work proactively to provide secure up-to-date systems and practices for the church and its staff, to include coordinating and planning for future computer hardware and software needs
6. Work with Finance Committee to develop, prepare and execute budget, serve as Budget Committee Chairperson.
7. Provide support to the Finance and Stewardship Committees and the Board of Trustees providing timely, thorough and accurate financial documentation on a recurring basis.
8. Coordinate as appropriate with the Building Committee
9. Work with volunteers and Committees: Worship, Deacons, Mission, etc.
10. Ensure that appropriate and accurate membership records are maintained, including giving records
11. Supervise facility, building rentals, parking garage and parking management company/operations
12. Manage the church's relationship with the ASLC (Alder Street Learning Center), a long-term tenant, working with the facilities manager to respond to appropriate facility needs.
13. Provide reports and resources for accounting and for human resources for Menucha staff and Commission in accordance with Session directives

14. Supervise all purchasing and authorize contracts for the church, making sure contracts include needed elements, tracking termination dates, revisiting standing contracts periodically
15. Work with volunteers in various areas of the church's life, including Deacons, worship, mission, etc.
16. Ensure appropriate and adequate insurance coverage is in place for all church facilities
17. Attend Session meetings and those committee meetings where attendance is requested due to the nature of this position's duties.

Standards of performance:

1. **Support of the Mission:** Actively supports the church's mission. Treats all others with respect and demonstrates excellence, justice and compassion in daily work and relationships with others
2. **Models for staff desired standards** of attendance, courtesy, responsiveness and professionalism
3. **Confidentiality:** Maintains confidentiality of information in accordance with applicable state, federal and local laws and the policies of the Session
4. **Service Excellence/Teamwork:** Demonstrates service excellence and positive interpersonal relationships in dealing with others so that productivity and positive relations are maximized
5. **Environment of Safety:** Consistently demonstrates and incorporates principles of safety
6. **Technical Skills and abilities:** Stays focused on anticipating and resolving technical issues
7. **Initiative:** Willing to do extra work when necessary. Offers assistance to help others or to improve work situation
8. **Adaptability:** Learns new duties, processes, and functions. Anticipates problems and addresses unforeseen issues as they arise.
9. **Problem Solving/Decision Making:** Independently resolves issues/problems and/or makes referrals as appropriate.
10. **Communication Skills:** Consistently demonstrates communication skills (both verbal and non-verbal) that support an inclusive work environment, including good writing and presentation skills
11. **Proactive:** Takes the initiative in planning for and anticipating needs and issues.

Physical Requirements:

1. Ability to work sitting at a computer for extended periods
2. Ability to navigate throughout the church grounds and facility

Work Hours:

The CBA position is a full-time exempt position. A typical work week includes weekdays from 9:00-6:00pm. Session, the governing board, meets the first Wednesday evening of the month, and there are occasional additional committee meetings beyond work hours, including some that meet at the end of the work day, and a yearly church Session retreat on a Friday evening to Saturday afternoon.

Compensation: (Commensurate with experience). In accordance with church policies, benefits include church-paid medical insurance for the employee and employee-paid medical insurance for other family members, pension contributions, paid vacation and holidays, the option of flex benefits programs, and other benefits as outlined in the church's Employee Handbook. Free parking is provided for staff in the church's on-site parking garage.