

Administrator
Christ Church Detroit

960 E Jefferson Ave, Detroit, MI 48207, www.christcd.org

Christ Church is a dynamic, multi-racial, multi-ethnic congregation that has served downtown Detroit since 1845, and continually strives to be a beacon of hope through robust neighborhood relationships, lively hospitality, and beautiful worship and music. The Administrator is an integral part of the leadership team who collaborates closely with members and staff, especially through communications, operations, and IT support.

Responsibilities:

- Manage, support, and enhance the church website, through regular updates and potential redesign
- Troubleshoot copier, servers, telephones, and church data management system
- Research and implement new systems if necessary
- Organize files effectively, both digital and print
- Maintain database records of church membership and prospective members (contact info, etc)
- Keep records of pastoral events, such as baptisms, weddings, and funerals
- Help prepare annual parish reports
- Manage indoor and outdoor signage (bulletin board, outdoor marquee, banners, etc)
- Print the weekly worship bulletins and other flyers and documents
- Design occasional (e.g. Christmas and Easter) ads for print magazines
- Coordinate mailings, including printing letters and labels
- Receive, sort, and distribute the mail, and process outgoing mail daily
- Order supplies for the office and monitor the budgeted line items
- Train and direct volunteers to assist with special office duties and church projects
- Coordinate use of the building and maintain church calendar
- Maintain contracts and relationships with tenants and other groups/individuals who use the building
- Walk through campus regularly to note concerns, and work with staff and volunteers to address them
- Manage set-up (including audio/video) and staffing for some parish events
- Attend weekly staff meetings and periodic ministry team meetings
- Be positive, respectful, and creative, and support the congregation's mission and vision
- Other duties as assigned by the Rector (Supervising Pastor)

Qualifications:

- Proficiency with MS Office, Google Suite, Dropbox (or similar), and data management systems such as ACS/Realm (ideally) or Salesforce
- Ability to troubleshoot and support communications/IT systems
- Basic graphic design (Adobe, InDesign, Publisher, or Canva)
- Superior communication skills, both verbal and written
- Excellent organizational and interpersonal skills, with abilities to prioritize effectively, manage complex communications, and build relationships
- Experience in planning, organizing, and managing events
- Previous experience in a church, non-profit, or school preferred
- Community-minded, can-do creativity, and willingness to learn new tasks and functions
- Mature judgment to work with a wide range of constituencies, maintain confidentiality of sensitive records, and handle all matters with pastoral discretion
- Willingness to submit to a background check and to be trained in Safe Church practices
- Must be honest, dependable, organized, and dedicated, and have a collaborative spirit

Compensation: \$18/hour, 24-28 hours/week. At least 20 hours/week must occur in the church office during standard business hours (M-F, 8am-6pm), and hours are flexible within that framework. If desired and available, the Administrator may work up to 4 hours on some Sunday mornings (between about 8am-1pm) to meet with members and coordinate set-up and other logistics for Sunday School, adult forums, and other events.

Supervisor: Rector (Supervising Pastor), or the Vestry (Council) in the Rector's absence

Interested? Send cover letter and resumé to the Rev. Emily Williams Guffey, Rector, at emily@christcd.org.