

Fremont Presbyterian Church

Sacramento, CA

Position Available: **Church Administrator**



Fremont Presbyterian Church is seeking a gifted Church Administrator who will support the ministry and mission of Fremont by managing administrative and financial functions of the church, including supervision of accounting staff, benefits administration, insurance, taxes, and information technology, and overseeing the operation of the physical plant.



Church Description

Fremont Presbyterian Church is located in desirable Sacramento, California, one block away from Sacramento State University and near both the mountains and the ocean. The city provides a balance of bigger city life with a smaller city feel and the cost of living is favorable compared to Los Angeles or the San Francisco Bay Area. The church has a membership of nearly 1,000, and is committed to a full and diverse set of ministries, including strong music, youth and children's programs that connect with large numbers of community members. Fremont also has numerous active partnerships with local and global mission agencies. Both traditional and contemporary worship services are offered on Sunday mornings, with attendance of approximately 750 adults each week. Fremont seeks to maximize the opportunity God has given us to create space for people to become lifelong followers of Jesus and to relentlessly pursue His transformation of our neighborhood, our city and the world.



Denomination: Evangelical Presbyterian Church (EPC)

Primary Position Responsibilities:

- Supervises all financial functions of the church, including accounting, auditing, banking, budget control, cash management, disbursements, pledge accounting, asset control and payroll; reviews all disbursements and insures that the reconciliation of bank accounts is timely and accurate; maintains adequate cash and internal controls.
- Recommends investment actions and new or modified financial policies to the Executive Minister and to the Finance Committee, and functions as an advisor to the Committee in administrative and financial matters
- Oversees property maintenance, custodial services, storage areas and building scheduling through supervision of the Facility Manager; functions as an advisor to the Buildings and Grounds Committee of Session and assists the Committee in the planning for and scheduling of long-term maintenance and repair of church facilities and in prudent spending of the Buildings & Grounds budget
- Manages the insurance needs of the church including property, liability, umbrella and workers compensation policies; manages the property tax exemption and addresses other tax issues that arise
- Oversees the information technology functions of the church through supervision of the IT Coordinator, including maintenance and upgrade of hardware and software, training, the local area network, the church management system and development of new applications; coordinates management of the network with outside resources
- Facilitates the human resource function of the church by maintaining personnel records, coordinating the tracking of vacation, sick pay and other leaves, and recommending policy updates to the Executive Minister

Key Qualifications

- A strong and growing relationship with Jesus Christ
- Alignment with the mission, priorities and leadership of Fremont Church
- Gifts of administration, organization and leadership
- Detail-orientation
- Strong analytical skills
- Demonstrated high emotional intelligence
- Demonstrated communication skills that assure ability to work and engage with individuals on staff, on teams, and within the congregation
- Proven ability to recruit and encourage volunteer involvement, development and empowerment
- Ability to work with and maintain positive relationships with those inside and outside of the church
- Discernment in handling sensitive issues, managing conflict biblically and maintaining confidentiality



Education and Experience Required

- Bachelors degree in a business, management, finance or related field
- 3-5 years experience in financial management and leadership
- Expertise in financial accounting

Compensation

Fremont provides compensation commensurate with other churches with similar positions. Determination of placement in the salary range will include consideration of academic degrees, training, and experience. Fremont offers a competitive employee benefits package, including health (medical, dental, and vision), vacation, and employer-paid retirement benefits.

APPLICATION INFORMATION

Application Requirements

A resume which includes the following information must be submitted to Fremont Presbyterian Church:

- Employment history and educational training
- Church ministry experience/history
- Three (3) references

In addition, please include a written response to each of the following:

- Share your personal statement of belief and spiritual journey.
- Describe your philosophy and approach to church administration.
- Why do you feel God might be leading you to Sacramento and, more specifically, to Fremont Presbyterian Church?



Send resumes and written responses to the attention of Mark Eshoff, Executive Minister, at mark@fremontpres.org. More information about Fremont, including a complete job description for this position, can be found at www.fremontpres.org.