

Seattle First Baptist Church  
1111 Harvard Ave | Seattle, WA 98122

### **Job Posting: Church Administrator**

Seattle First Baptist Church (the Church or SFBC) seeks a Church Administrator to begin late July 2026. This is an exempt, full-time position with an annual salary of \$72,500 - \$76,000 (DOE) plus benefits including fully paid medical and dental insurance, generous PTO and holidays, continuing education allowance, and employer contributions to retirement plan. Specific duties are described in the job description below. Specific duties are described in the job description below

#### **Required Experience and Characteristics**

- Significant business experience and operational knowledge of either corporate or church environments,
- Key strengths in leadership and management skills,
- Strong communication skills and ability to interact clearly and sensitively with a varied church population,
- High personal credibility, with a strong set of values consistent with SFBC's culture,
- Optimistic attitude, coupled with mental curiosity,
- Problem solver, and
- Personally motivated to help others.

#### **Additional Information**

The Church is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

For additional information about the church, please visit the church website at [www.seattlefirstbaptist.org](http://www.seattlefirstbaptist.org). The website includes extensive information about the church.

#### **Details for Submission**

Application packets are currently being accepted and reviewed. The position is open until filled and qualified candidates will be invited to apply at their earliest convenience. Please submit a cover letter and resume to [jobs@seattlefirstbaptist.org](mailto:jobs@seattlefirstbaptist.org). You may also direct questions to this e-mail address.

## **Job Description: Church Administrator**

### **About the Position**

Direct Supervisor: Council of Ministries  
Status: Exempt, Regular Full Time Staff

### **Principal Function**

The Church Administrator is responsible for administering the business affairs of the Church and working with Church members to achieve the objectives of the Church. The primary management and supervisory responsibilities are financial management, food services management, office management, personnel management (non-pastoral), vendor management, computer systems management, property management, project management, publication of printed and online materials, liaison with selected Church commissions and miscellaneous general responsibilities.

### **Organizational Relationships**

The Church Administrator reports to the Council of Ministries. Performance reviews may be conducted by the Personnel Commission. The Church Administrator supervises all non-ministerial staff who are not pastors and do not report to the pastors. The Church Administrator functions as staff liaison to the Finance, Facilities, and Personnel Committees, and as assigned by the Council of Ministries.

### **Tasks and Responsibilities**

#### ***Financial Management:***

The Church Administrator is responsible for implementing established financial procedures of the Church. This may be accomplished through the supervision of others. These tasks include:

- Working with the Finance Committee to plan and implement appropriate budget and accounting systems and assuring that the pastoral staff and others with budget responsibility are aware of expenditures and budget,
- Reviewing and approving, along with the Church Treasurer, invoices and payment requests for accuracy and coding and recording them accurately,
- Serving as custodian of all financial records,
- Serving as purchasing agent and approving expenditures,
- Supervising banking and bookkeeping operations,
- Coordinating management of investment of Church resources as a member of the Investment Committee,
- Maintaining a secure and accurate financial record system for the Church and directing its operation,
- Maintaining a secure and accurate record system for Church pledges, contributions, and membership and directing the secure operation of all Church databases containing that information,
- Working with the Finance Committee in planning and promoting the annual Church stewardship campaign,
- Preparing financial information for committees and the Church as needed or requested,
- Maintaining a proper cash flow control to meet obligations,
- Accounting for and securing loose cash and currency until it is deposited in a financial institution and,
- Working with the Finance Committee or an independent firm of Certified Public Accountants to conduct audits of the Church's financial statements.

#### ***Personnel Management:***

- Administering the personnel policies of the Church,
- Administering the payroll for Church employees and all related payroll functions,
- Maintaining personnel records of staff,
- Employment management of non-professional staff in consultation with the members of the pastoral staff and Personnel Commission,
- Administering the performance evaluation system of the Church in conjunction with the Personnel Commission,
- Periodically reviewing wage and salary structures, personnel practices and employee benefits, and making recommendations to the Personnel Committee,
- Complying with tax laws regarding the pastors' tax-free housing allowance,
- Complying with federal, state and local employment laws, and
- Coordinating the vacation schedule of Church personnel.

***Office Management:***

- Giving general direction to the day-to-day operation of the Church office and supervising office personnel, and
- Understanding the operation of and seeing to the procurement and maintenance of all office equipment.

***Property Management:***

- Directing the cleaning and maintenance program of the Church and Church grounds,
- Administering policies concerning and managing the leasing, rental and other use of all Church property and facilities occupied by outside organizations,
- Working with staff and Church organizations in coordinating the assignment of rooms and other Church facilities for meetings and activities,
- Managing capital projects authorized by the Council,
- Risk Management--Evaluating the insurance needs of the Church and maintaining adequate insurance coverage,
- Overseeing the security of the Church,
- Maintaining an inventory of Church property and equipment, and
- Approving the lending of church property.

***Food Services Management:***

- Directing the food service program of the Church
- Supervising the food services employees.

***Computer Systems Management:***

- Being thoroughly familiar with all computer software used by the Church,
- Monitoring all computer equipment and having it repaired or replaced as necessary,
- Staying abreast of the latest computer technology that might benefit the Church.

### ***General Responsibilities:***

- Maintaining the Church's policies, deeds, contracts, and other official documents,
- Participating in weekly staff meetings,
- Working as a team member with clear team and individual responsibilities,
- Collaborating with team members and members and friends of the congregation to fulfill the mission of the Church,
- Acting as an ex-officio member of the Council of Ministries,
- Striving to live by the Behavioral Norms of SFBC, and
- Performing other duties as assigned by the Pastors or Council of Ministries.

### **About Seattle First Baptist Church**

Seattle First Baptist Church is an American Baptist congregation and church located in the vibrant heart of Seattle's urban core. SFBC is a church community that seeks to follow the way of Jesus Christ, to be a people of God and to love and care for our neighbors. Faithful to our Baptist heritage, we strive for a world where people are welcomed regardless of, and with respect for, their religious beliefs; where the separation of church and state is vigorously defended; where freedom is a fundamental right that values the dignity of all persons without regard to their race, country of birth, gender, sexual orientation, gender identity, age, religion, or disabilities; and where compassion is the measure of our actions. We encourage and support applicants of underrepresented groups, including black, indigenous, and all people of color.

We are committed to the following values:

- We will go deeper in faith as we do justice, love mercy, work for peace and walk humbly with God.
- We will be present to one another and our neighbors in our personal relationships and by creating venues for engagement where we can learn about viewpoints different from our own.
- We will respect all religions by learning about the beliefs, values and struggles of our neighbors and by demonstrating support for them.
- We will welcome the stranger, including immigrants and refugees, as our scriptures instruct. We will explore how to support their causes and advocate for justice, remembering that many of us are the children of immigrants and refugees.
- We will actively work to recognize and change our own biases and to fight racism, sexism, classism, homophobia, ageism and other systemic prejudices.
- We will protect our environment and support preservation programs that are based on scientific data designed to improve our resources, enhance biodiversity, and reverse human-caused climate change.

We encourage you to visit our website [www.seattlefirstbaptist.org](http://www.seattlefirstbaptist.org) to learn more about our life together as a faith community.

(Rev. June 25, 2026)