



Metropolitan African Methodist Episcopal Church

The National Cathedral of African Methodism

Position Description: Church Administrator

The Church Administrator at Metropolitan African Methodist Episcopal Church works with the clergy, staff and church leaders to administer and manage the business and operations of the church.

Position Functions:

I. Administrative

- A. Serving as the principle liaison to the ministerial staff, church officers, and ministry heads to carry out the church's programs and activities;
- B. Managing the purchase of all church equipment and supplies;
- C. Maintaining central file of all church insurance policies, maintenance agreements, contracts, and any other third-party agreements;
- D. Oversight for all church communications (internal/external)
- E. Supervises the following personnel: administrative and custodial staff
- F. Developing and maintaining church master calendar and church operations manual
- G. Produce required reports for church, quarterly, and annual conferences to congregation and church leaders, documenting activities and funding for each fiscal year in consultation with the pastor, church treasurer and other officers/leaders of the church

II. Facilities Management



- A. In consultation and coordination with church trustees, oversees the daily general administration of the church facilities, including the coordination of all human resources, scheduling church and non-church events, assessing and collecting fees for space use, and ensuring facilities are ready and available as scheduled (i.e. weddings and funerals)
- B. Oversees building maintenance in conjunction with the Trustee Board
- C. Work in conjunction with the Trustee Board to provide an annual inventory report on all church equipment and furnishings
- D. Responsible for the security of the church premises and property

Level of Responsibility: Expected to work independently while performing duties based on directions received from the Pastor in support of the larger work and operation of the church

Level and Nature of Contacts: The Church Administrator has contact with the Pastor, ministerial teams, church officers, ministry heads, office and custodial staff, church members, vendors, denominational leadership, government officials, and the general public.

Education, Skills, and/or Experience Requirements:

- Have a personal, growing relationship with Jesus Christ, and be passionate in demonstrating that behavior by managing day-to-day operations with the church.
- Bachelor's degree in a business or management discipline.
- Experience as a church administrator or equivalent experience or training in non-profit setting (i.e., budgeting, accounting, planning, organizational systems, etc.)
- Commanding knowledge of standard business practices
- Ability to communicate effectively orally and in writing.
- Strong organizational skills and ability to be responsive and flexible to the changing demands of the church.
- Knowledge of church related software used to maintain official church records (i.e Microsoft office, recordkeeping software, etc.)



- Must have high level of interpersonal skills to handle sensitive and confidential situations and information
- Strong plus if candidate has a working knowledge of the doctrines and polity related to the African Methodist Episcopal Church (2012 Discipline)

*Salary commensurate with experience. No relocation package included.

To apply for position, please include a resume and cover letter, in which you respond to the following question: Why are you interested in working in a church environment. Reviewing applications on a rolling basis until mid-December 2016 with expectations of appointment by early 2017.

Email application materials to the following email: jobposting.mamec@gmail.com

Brief History of Metropolitan A.M.E. Church

Metropolitan African Methodist Episcopal Church is known as “The National Cathedral of African Methodism” and was founded in 1838. The parent A.M.E. Church movement grew out of an anti-segregation protest in Philadelphia in 1787. Metropolitan has been known in stature and influence both locally and nationally for continuing and extending the efforts of the A.M.E. church. From anti-slavery leadership in the mid-19th century, in the harboring of runaway slaves, to AIDS education and voter registration projects today, Metropolitan has been not just a major center of worship, but also an institution in the forefront of the civic, cultural, and intellectual life among African Americans.

The pioneering Bethel Literary Society began in the Church in the 1850s under the leadership of Rev. Daniel A. Payne who later became an A.M.E. Bishop. The purpose of the society was to spread literacy. The society also began a tradition which continues today of sponsoring outstanding literary talent. Featured speakers over the years have included such figures as Frederick Douglass, Paul Laurence Dunbar, Mary McLeod Bethune, Eleanor Roosevelt, Joel Elias Spingarn, E.E. Just, Alain Locke, Mordecai W. Johnson, Hubert H. Humphrey, Charles H. Wesley, James E. Clyburn, Jesse Jackson and Bishop Desmond Tutu. Frederick Douglass attended regularly, and his funeral was held at Metropolitan in 1895, as was the 1898 funeral of Blanche Kelso Bruce, the first African American to serve a full term in the U.S. Senate. The funeral of A. Phillip Randolph and the national memorial service for Rosa Parks were also held at Metropolitan.

Beginning with William Howard Taft, several American Presidents have either worshipped or spoken at Metropolitan including President Jimmy Carter. William Jefferson Clinton and Albert Gore attended prayer services at Metropolitan in 1993 and 1997 following their election and re-election as President and Vice



President of the United States. These services were an official part of the inaugural events and the first to be held at an African American church. President Barack Obama and The First Family worshipped at Metropolitan on January 16, 2011 and January 20, 2013. Ten bishops of the A.M.E. Church have been former pastors of Metropolitan. Four of the last seven ministers were elected bishops from the Metropolitan pulpit: G. Dewey Robinson, Frank Madison Reid, Jr., Robert L. Pruitt, and William P. DeVeaux.