



**CHURCH ON THE HILL, BOSTON**  
BOSTON SOCIETY OF THE NEW JERUSALEM (SWEDENBORGIAN)  
[WWW.CHURCHONTHEHILLBOSTON.ORG](http://WWW.CHURCHONTHEHILLBOSTON.ORG)

BOSTON SOCIETY OF THE NEW JERUSALEM (SWEDENBORGIAN)

# **CHURCH ON THE HILL | Boston**

140 Bowdoin St, Boston, Massachusetts, 02108 | 617.523.4575

[www.churconthehillboston.org](http://www.churconthehillboston.org)

## **Church Administrator Search Materials**

## CHURCH ADMINISTRATOR POSITION ANNOUNCEMENT

The Church on the Hill Boston (founded as the Boston Society of the New Jerusalem) is seeking a full-time Church Administrator to manage the office and oversee the day-to-day office functions of the church. The church is 200 years old and has been a presence on Beacon Hill since the 1940s. We want to be a progressive, Swedenborgian, Christian presence in the city of Boston, and we are looking for a person who wants to partner with us on that journey.

The Church on the Hill is committed to providing a progressive, welcoming, and inviting community. This community is supported by a staff, ministries, committees, and volunteers who need administrative support in accomplishing the church's mission.

The Church Administrator is expected to be a welcoming presence as an expression of the mission and purpose of the church. If you are interested, further information and application materials are available on our website: <http://churchonthehillboston.org/employment/>

### A Quick Note About Our Church:

Founded in 1818, the church is endowment driven with a small and dedicated group. We have been atop Beacon Hill since the 1840s, though our worship space has changed. We are now located on the bottom two floors of an apartment building with an intimate chapel-sized sanctuary that can hold around 100 people comfortably. The church is an independent Swedenborgian Church and is governed by the congregation through committees. The Swedenborgian Church or "Church of the New Jerusalem" was founded first in England and then in the United States at the turn of the 19<sup>th</sup> century. To learn more about Emanuel Swedenborg, please see <https://swedenborg.com/emanuel-swedenborg/>

### The Mission of Our Church:

- To be a progressive Christian presence in the City of Boston, a reflection of the Swedenborgian theology of service and mission, through our commitment to education, social justice, and human rights.
- To make a difference in the lives of strangers and seekers through our compassion and acceptance by inviting them to be members of our community who share our common values.
- To be a "rock" of stability and support in an uncertain world – a tranquil and peaceful "home away from home" for all people, where a person is missed when he or she is absent, and where one can find comfort, healing, and normalcy when things are not going well.

## Position Description

**Position:** Church Administrator  
**Reports To:** Senior Pastor

**Type:** Full Time (40 hours a week)  
**Range:** \$22-\$29 + Benefits

**Purpose:** The Church Administrator is under the direction of the pastor, coordinating the church's day-to-day operations. The Administrator also helps facilitate communication with the congregation; as the person in charge of the church office, the Administrator oversees the production of church bulletins, mailings, and other outreach materials. This includes maintaining the congregation's website and social media endeavors as well. The Administrator may also be called upon to assist in facilitating rental groups and support services for worship. The Administrator works in the church office during regular business hours during the week and on Sundays as needed.

### Responsibilities:

- Manage the church office.
- Answer phone calls and greet people coming in.
- Offer a knowledgeable presence during office hours.
- Help facilitate print communication tools: bulletins, phones, flyers, etc.
- Administer office: building use, bulletin boards, mailboxes, flyers, etc.
- Facilitate and schedule building usage in conjunction with staff.
- Maintain and communicate the master church calendars.
- Manage and update Parish website to keep it current.
- Develop and manage a church filing system.
- Social media such as Facebook, Mailchimp, etc.
- Manage office supplies and resources to support staff projects
- Available for direct administrative support for the Pastor(s).
- It is expected that he/she work closely with other staff members and volunteers made up of team players.

### Qualifications:

- Bachelor's degree from an accredited college or university, or equivalent work experience.
- Undergo a CORI/background check
- Must maintain confidentiality and discretion with all information.
- Highly organized & detail oriented
- Good organizational and verbal communication skills
- Administrative writing skills
- Overall computer literacy, Microsoft Office skills, other social media skills.

## Our Office

### Purpose:

The office is a vital part of our church's life. The purpose of the office to provide support for the various ministries of the church. The office is primarily tasked with communication, recordkeeping, supply management, ensuring that fiscal and organizational polices are followed, and supporting the pastoral staff.

### About the Office

The office is open from 9:00 to 4:00 Monday to Friday. The expectation is that the administrator arrives at 8:30 AM and closes up at 4:30 PM. The church offers a half hour paid lunch period along with appropriate breaks. As it is a small staff, people work as a team and pitch in where they need to in order to get things done.

### Church Staff:

2 Pastors (FT)  
Treasurer (PT) (2/5)  
Music Director (PT (1/2)  
Church Administrator (FT)  
Receptionist (PT 3/4)  
Bookkeeper (1/5)

### Contractors

Information Technology  
Cleaners  
Choir  
Kitchen Staff

### Communications:

The church has a lite social media presence and a web page that could be used more effectively. Some of the members have email, but many do not. Therefore, the office spends a great deal of time calling people. We have our weekly service bulletin and a newsletter that are produced in house on our near-professional digital copier. Two sidewalk wayside pulpits and a digital sign keep visitors apprised of what is happening. Our VOIP phone systems offers great flexibility.

### Calendar and Scheduling:

The church is located across from the state house, which means many groups who are looking to make Massachusetts a more loving and socially aware state can use our facility to prepare to work at the state house for change. Scheduling these groups, as well as church activities, is an essential function of the office. Properly tracking and recording building use helps us better know what impact we are making in the city.

### Maintain Church Database

The church currently uses church management software for its membership data.

# Application, Search Process, and Other Information

**Awareness Dates** (These dates can be fluid as needed).

**July 26<sup>th</sup>**      Application window opens.  
**August 18**      Interviews may begin.

**A complete application will consist of:**

A Letter of Interest  
Resume or Curriculum Vitae

**Questions can be addressed to:**

[search@churchonthehillboston.org](mailto:search@churchonthehillboston.org) or  
617-523-4575 and follow the prompts for Rev. Baxter

**All applications should be mailed/emailed to:** [search@churchonthehillboston.org](mailto:search@churchonthehillboston.org) or

Rev. Kevin Baxter  
Church on the Hill, Boston  
140 Bowdoin Street  
Boston, MA 02108

**Three Meeting Process**

1. Initial candidate screenings will happen via electronic communication.
2. Second Interview will be at the church. All in-person participants will be wearing proper PPE. At this meeting, we will ask for three references and background check forms to be filled out, though the check will only be run if the candidate is a finalist.
3. Final candidate meeting will be with the Personnel Committee.