



## UNION CHURCH OF MANILA

### **Job Opening: Church Administrator**

Union Church of Manila (UCM) is an international, interdenominational Christian church with a 111-year history of faithful ministry in the heart of Makati. We are seeking a spiritually grounded, highly organized, and mission-minded Church Administrator to oversee the operational, financial, and administrative functions of the church and to support our ministry team in fulfilling UCM's mission and vision.

#### **About the Role**

The Church Administrator serves as the key operational liaison between the UCM Council and the church staff. This role oversees and directs all administrative functions—including human resources, property, and finance—in a way that supports the church's mission and ensures efficient day-to-day operations. The position reports functionally to the Senior Pastor and ultimately to the UCM Council.

#### **Key Responsibilities**

- Provide leadership and oversight to the church's administrative, HR, finance, and property management functions.
- Supervise and support a team that includes Accounting, Maintenance, Audiovisual, Administrative, and Library staff.
- Manage contracts and relationships with service providers (security, janitorial, IT, etc.).
- Oversee financial administration, budget preparation, and expenditure monitoring.
- Ensure compliance with UCM policies and Philippine labor and government regulations.
- Coordinate facility maintenance, renovations, and capital projects.
- Support Council committees (Finance, HR, Property, and others) as Ex-Officio member.
- Work closely with the Senior Pastor and ministry staff to align operations with ministry priorities.
- Model Christian values and serve as part of the UCM ministry leadership team.

#### **Qualifications**

- A clear and wholehearted commitment to Jesus Christ, consistent with 1 Timothy 3:1–7/Titus 1:5–9.
- Full agreement with UCM's Doctrinal Statement, Mission, and Vision.
- Willingness to become a member of UCM if not already.
- Bachelor's degree in Management or related field; MBA preferred.
- 5–10 years of progressive experience in administration, HR, budgeting, and facilities management.
- Demonstrated leadership, initiative, and cross-cultural competence in an international setting.
- Excellent oral and written English communication skills.
- Proficiency in Microsoft Office, Google Workspace, and accounting/spreadsheet software.
- Strong organizational skills and ability to manage multiple priorities.
- Familiarity with contract management, HR policy, and Philippine regulatory compliance preferred.



UNION CHURCH  
OF MANILA

### **Why Join UCM?**

At UCM, you'll serve in a Christ-centered, multicultural environment that values integrity, stewardship, and community. This is a unique opportunity to blend professional management with ministry purpose, supporting a vibrant international congregation in the heart of Makati.

### **Application Details**

- 📍 **Location:** Union Church of Manila, Rada Street, Legazpi Village, Makati City
- ✉️ **To Apply:** Send your cover letter (including your faith journey and interest in the position), updated résumé/CV, and at least two (2) professional or pastoral references to [hr@unionchurch.ph](mailto:hr@unionchurch.ph)
- 📅 **Application Deadline:** April 30, 2026 or until position is filled.