



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
- Oversee financial administration, budget preparation, and expenditure monitoring
- Exercise stewardship over church resources, ensuring transparency, accountability, and sound financial practices
- Ensure compliance with UCM policies and all applicable Philippine labor laws and government regulations of agencies such as but not limited to BIR, SSS, PhilHealth, Pag-IBIG
- Supervise and support a team that includes Accounting, Maintenance, Audiovisual, Administrative, and Library staff
- Provide operational leadership during Sunday services, major church events, and special programs *[The Church administrator is required to be at UCM on Sundays and religious holidays such as but not limited to Maundy Thursday & Good Friday]*
- 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
- Support Council committees (Finance, HR, Property, and others) as an Ex-Officio member
- Manage contracts and relationships with service providers (security, janitorial, IT, etc.)
- Coordinate facility maintenance, renovations, and capital projects



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Qualifications

The position of Church Administrator calls for a high level of integrity, discretion and confidentiality. These are fundamental qualifications particularly in the management of financial, personnel, and pastoral matters.

- A clear and wholehearted commitment to Jesus Christ, consistent with 1 Timothy 3:1–7/Titus 1:5–9
- Ability to operate calmly and decisively in high-pressure or sensitive situations, including facilities issues, staff matters, or emergencies
- Ability to lead staff with pastoral sensitivity, including performance management, conflict resolution, and staff care in a Christ-centered environment
- Full agreement with UCM’s Doctrinal Statement, Mission, and Vision
- Must be a Filipino citizen
- 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

Why Join UCM?

The Church Administrator will 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
- **Application Deadline:** April 30, 2026 or until position is filled