

Ministry Description: Area Administrator

Area Administrators have at least completed LEAD 101, 201, and 301. An Area Administrator will ensure effective and successful operation of their assigned area in regards to personnel (if you are working with hired staff) and volunteers in order to keep the ministries of City Church operating smoothly.

QUALIFICATIONS

SPIRITUAL

- Must be a born again believer who has placed his/her faith and trust in Jesus Christ as personal Savior and Lord; and show evidence of a mature faith.
- Must seek to be an example in his/her own family as spouse and parent (if applicable).
- Must maintain spiritual qualifications consistent with being a spiritual leader according to 1 Timothy 3 and Titus 1.
- Must support the vision, mission, ministry, statement of faith, and core values of City Church.
- Must demonstrate an attitude of service to the body of Christ, viewing this position as not only a job, but a ministry.
- Must be a member, a tither, and maintain regular attendance at City Church.

PROFESSIONAL AND MANAGERIAL

- Punctual and dependable.
- Good verbal skills
- Commitment to maintain confidentiality regarding church records, ministry situations, etc.
- A desire to grow in professional skills.
- Willingness to recruit and motivate volunteers toward fulfillment of stated goals.
- Good organizational and time management skills.
- Ability to deal with issues positively, finding effective solutions or seeking assistance as needed.
- Ability to work efficiently, effectively and independently, as well as in team-based settings.

RELATIONSHIP SKILLS

- Can conceptualize his/her administrative and managerial work as ministry and verbalize the function of the job as ministry
- Practices, emphasizes, and fosters effective communication in the church organization.
- The ability to manage a consensus decision-making process.
- Attention to detail and precision in church documents.
- A commitment to good interpersonal relations, teamwork and support of church ministries.

TECHNOLOGY

- Knowledge and proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint) and ChurchTeams and Planning Center; or willingness to learn.

Ministry Responsibilities: Area Administrator (con't)

EXPECTATIONS

CHURCH

- With the Senior Pastors, administers the performance evaluation system for applicable church volunteers.
- Oversees application process for volunteers (alongside Area Pastor, Youth Leader, or Team Leader).

RECORDS & BOOKKEEPING

- With the Church Administrator, oversees the purchasing process and maintains vendor relationships relevant for the smooth operation of the unit(s)
- Maintains a proper cash flow control to meet obligations
- Turns in all receipts (labeled according to event) to Financial Officer

BUILDING AND FACILITIES

- Works with church secretary in coordinating the use of church facilities for meetings and activities (includes assurance that property will not be damaged and returned to original [if clean] condition).
- Maintains an inventory of equipment pertinent to your area and a record of purchases of all major equipment.

WEEKLY EXPECTATIONS

- Maintain communication (phone, email) with your Area Pastor or Team Leader(s), primarily Monday through Friday
- Attend required meetings

WORKING RELATIONSHIPS

- Maintain healthy working relationships with other church staff, lay Elders, and ministry coworkers
- Area Administrator is directly accountable to the Executive Team Representative

REPORTING

- The Area Administrator reports to the Executive Representative for that unit.

GENERAL

- Read and sign all contractual documents.