



Ministry Description: Church Administrator¹

The Church Administrator is chosen by the Senior Pastors. The Church Administrator will supervise the administrative operation of the church office (includes oversight of Full-time staff) and support the pastoral ministry at City Church for All Nations.

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.
- Strong verbal and written communication skills.
- Commitment to maintain confidentiality regarding church records, ministry situations, etc.
- High degree of competence in administration and management of people; a desire to grow in professional skills.
- Experience in recruiting and motivating volunteers, communicating project goals, and positively encouraging volunteers toward fulfillment of stated goals.
- Excellent organizational and time management skills, and the ability to prioritize and multi-task in a deadline-oriented environment.
- 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.

¹ Adapted from Occoquan Bible Church, Gloria Dei Lutheran Church, and Crossroads Christian Church.

Ministry Responsibilities: Church Administrator (con't)

TECHNOLOGY

- Computer skills should be current with a basic understanding of desktop maintenance procedures, computer networks, and printer and copier maintenance (changing toner and paper).
- Knowledge and proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint) and ChurchTeams/Planning Center; or willingness to learn.

GENERAL

- Read and sign Covenant Agreement (and other contractual documents).

OFFICE STAFFING AND RECEPTION

- With the Senior Pastors, administers the performance evaluation system for applicable church staff.
- Hires and terminates support staff in consultation with the Senior Pastor.
- Periodically reviews wage and salary structures, profession development and training, personnel practices and benefits, and makes recommendations to the Senior Pastors.
- Maintains personnel records.
- Holds office hours (as determined by needs).

OFFICE ORGANIZATION

- Supervises the office assistants, volunteers, and other office personnel as assigned.
- Facilitates staff training on church computer systems and office equipment, when necessary.
- Facilitates periodic review of church computer system and office equipment with assistance from the congregational members who are knowledgeable of technology.

RECORDS & BOOKKEEPING

- With the Financial Officer (or Church Treasurer), oversees a financial record system for the church ministries.
- Oversees the purchasing process and maintains vendor relationships.
- Maintains a proper cash flow control to meet obligations.

BUILDING AND FACILITIES

- Works with church members and outside organizations in coordinating the use of church facilities for meetings and activities.
- Maintains an inventory of church property and equipment and a record of purchases of all major equipment.
- Works with Building Administrator.
- Coordinates communication between Church Secretary and Building Administrator regarding use of church property.
- Coordinates special event scheduling (with Church Secretary).

Ministry Responsibilities: Church Administrator (con't)

WEEKLY EXPECTATIONS

- Maintains communication (phone, email) with pastors, primarily Monday through Friday.
- Holds office hours on church property (at least one day/week).
- Attends scheduled meetings with pastors and Financial Officer.
- Assist as needed with meetings for volunteers.
- Meet as often as necessary with office staff.

WORKING RELATIONSHIPS

- Maintains healthy working relationships with other church staff, lay Elders, and ministry coworkers.
- Church Administrator is directly accountable to the Senior Pastors (and under the authority of the presbytry).
- In any instances of conflict with the Senior Pastor or other staff members, the Church Administrator may appeal to the presbytry for resolution of the issues.

REPORTING

- The Church Administrator reports to the Senior Pastors.

GENERAL

- Obtain advice on legal and business matters for the church and pastors.
- Select and manage church vendors, contracts and competitively bides approved purchases.
- Other duties as assigned.