

NORTHEAST PRESBYTERIAN CHURCH CHURCH ADMINISTRATOR

Job Description

I. Position Description

Hired by the Session, on the joint recommendation of both the Administration Committee and the Senior Pastor, and assigned to a 30 – 40 hour per week exempt position in a director role.

II. Principal Function

- Responsibility for the execution of the business and administrative functions and operations of the church. The Church Administrator provides leadership for the stewardship of the financial, physical, and personnel resources of the church.
- Serve as the chief ministry consultant to the Senior Pastor on a variety of church matters. This person must be able to provide wise counsel to the Senior Pastor on matters both mundane and important, both sensitive or public, both simple and complex. This person must also be able to provide wise counsel to the Admin Committee of the Session on an as-needed basis.
- Work to help the Senior Pastor be successful in his leadership by supporting his leadership, vision, shepherding, and workload.

III. Relationships

A. Internal

1. Reports to the Senior Pastor.
2. Relates to staff in personnel matters
3. Relates to staff by attending church staff meetings.
4. Relates to the Administration Committee, the Session, and the Diaconate of the church.
5. Relates to church members.
6. Relates to Cemetery Committee
7. Supervises the Directors of Technical Services, Communications, Finance, Food Services, Administrative Assistants, Facilities, and Property Operations.

B. External

1. Relates to outside vendors.
2. Relates to fellow church administrators.

IV. Responsibilities

- A. Functions as the chief financial officer of the church. Supervises the accurate recording of pledges, accounts payable, preparation of financial reports and issuance of payments, counting of receipts, deposits, memorials, investments, transfers of stocks and bonds, oversight of member financial statements, and other financial concerns of the church.
- B. Develops overall church budget, coordinating ministry and departmental budget requests

- C. Oversees the employment, evaluation, and supervision of hourly employees, kitchen, maintenance, financial and administrative staff.
- D. Approves vacation and validates payroll for all employees under his/her supervision.
- E. Implements and administers approved personnel policies, and makes recommendations to the Administration Committee concerning salary increases and performance evaluations.
- F. Oversees the maintenance of records of staff benefits, pensions, job descriptions, work records, evaluations, vacation/sick leave, and others as necessary.
- G. Serves as the primary staff resource for the Administration Committee and assists the church in financial drives or campaigns.
- H. *Oversees/ensures the maintenance of all church property and church vehicles.
- I. *Maintains/ensures central control and records of insurance coverage and inventory of all furnishings and equipment. Negotiates maintenance and repair contracts.
- J. Oversees the property to ensure cleanliness, orderliness, and beauty of the church buildings and landscape. Plans for the effective operation of church facilities by evaluating program and maintenance staff needs.
- K. Oversees the food service operation to include kitchen employees, food purchases, calendaring of events, cost controls, kitchen equipment, furnishings, and vending machines.
- L. Manages the policies of the church.
- M. Oversees the administrative functions of the church including but not limited to the purchase of office furniture, equipment, and supplies, the direction of the administrative workflow (printing, publishing, and mailings). Insures the church staff has the tools necessary for their positions.
- N. Provides consultation, editing, and reimbursement approval for the senior pastor
- O. Other duties as assigned by supervisor and or Session.

V. Characteristics

- A. Is a believer in the Lord Jesus Christ and committed to serving Him through ministry.
- B. Demonstrates leadership and management skills for a diverse staff with various business units.
- C. Has a Bachelor's degree in business or related field or at least five years in progressively responsible administration/operations experience.
- D. Demonstrates excellent oral and written communication skills.
- E. Is highly organized and self-directed.
- F. Can relate well to people both in person and by phone.
- G. Can improve knowledge and skills related to business administration and personnel management.
- H. Demonstrates comprehensive knowledge and experience with budgets and financial statements.
- I. Demonstrates proficiency with computer applications and databases.
- J. Demonstrates logical reasoning ability and can resolve problems in a variety of situations.
- K. Demonstrates knowledge of and proficiency in matters of Human Relations and personnel.

VI. DEPARTMENTAL OVERSIGHT RESPONSIBILITIES:

- Business and Human Resource Administration.
 - Develop business policy and procedure.
 - Analyze risk and evaluate insurance needs
 - Develop payroll and benefits policy and procedure.
- Financial operations and accounting.
 - Develop accounting policy and procedures.
 - Hire and supervise financial staff.
 - Preparation and distribution of financial statements.
 - The annual budget for review by the Administration Committee.
 - Other accounting and finance matters as they arise.
- Office operations.
 - Hire and supervise salaried or hourly business personnel.
 - Coordinate volunteer business office personnel
 - Purchase/rent and maintain equipment.
 - Church databases for membership and financial information.
- Technology
 - System Administrator for the computer network.
 - Explore and evaluate new hardware and software for the computer network.
 - Evaluate, purchase, install and maintain software products.
 - The purchase of other technology relating to non-computer areas such as audio, video, and communications.
- Facilities and property.
 - Develop and implement facility/property policy and procedure.
 - Hire and supervise facilities/property staff.
 - Purchase or rental of equipment and supplies.
 - Security, building access, and lock-up.
 - Grounds maintenance
- Security Management
 - Develop policy and procedures for the general safety of buildings and grounds.
 - Develop and implement policy and procedures for emergencies.
 - Evaluate and purchase safety equipment or services.
- Communication and meeting with staff and officers.
 - Regular meeting and communication with ministerial and support staff and the Session to review recent and upcoming activities.
 - Serve, ex officio, on the Administration Committee and other committees as needed.