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# Church

## Position Description

**Job Title:** Church Administrator

**Reports To:** Pastor

**Position Status:** Full-Time

### **Purpose:**

The church administrator is responsible for managing the business affairs of the church and working with church members and staff to achieve the church's mission objectives. It is a ministry of the church; the person in this position will be extending the ministry of \_\_\_\_\_ Church to our employees, our members, and the surrounding community.

### **Job Responsibilities and Duties:**

The primary management/supervisory responsibilities include:

#### **Financial Management:**

- Oversees the work of the church accountant in the receipt, deposit and disbursement of all church funds.
- With the church accountant, establishes a financial record system for the church and directing its operations.
- Oversees the purchasing process and maintaining vendor relationships.
- Oversees the preparation of monthly financial reports to ministries and committees.
- Maintains a proper cash flow control to meet obligations.
- Works with the church administration committee, the head of staff and the church accountant to prepare an annual budget for approval by the elders, and implements it upon approval.
- Works with the appropriate committees in planning and promoting the annual church stewardship campaign and capital fund drives.
- Works with the elders and the church administration committee to obtain or restructure long or short-term debt financing.
- Obtains an annual audit or review of the church's financial statements.
- Oversees the administering of the payroll for church employees.
- Assures all tax reports (941, W-2) are promptly paid and timely filed.

#### **Personnel Management:**

- Develops (with the HR committee) and administers the personnel policies and procedures of the church.
- Maintains personnel records.
- With the head of staff, administers the performance evaluation system for church staff.
- Hires and terminates support staff in consultation with the head of staff.
- Periodically reviews wage and salary structures, personnel practices and benefits and making recommendations to the human resources committee.
- Works with the pastoral nomination committee in assisting ministers with relocation and determining the proper relocation benefits.
- Assures the church's compliance with federal and state labor laws.
- Coordinates the vacation schedule.

**Properties Management:**

- Directs the church's maintenance program by supervising the church custodian and outside contractors.
- Develops and administers policies and procedures concerning the use of all church properties, and facilities.
- Assists the church building committees in their work with architects, contractors and others in evaluation, planning, building, remodeling and equipping church buildings.
- Works with staff and organizations in coordinating the assignment of classrooms and church facilities for meetings and activities.
- Evaluates periodically the insurance needs of the church and reporting to the administration committee.
- Oversees the energy management system, if and when acquired.
- Oversees the security of the church.
- Maintains an inventory of church property and equipment.

**Office Management:**

- Gives general direction to the weekday operation of the church office, and supervises the secretarial, clerical and office personnel as assigned.
- Sees to the maintenance of all office equipment and computer systems.
- Assures that proper computer backup is routinely maintained.
- Facilitates staff training on church computer systems and office equipment.
- Facilitates periodic review of computer systems and office equipment with assistance from the technology committee.
- Administers the church office budget and building and grounds maintenance budget, including utilities and contract services.

**General:**

- Obtains advice on legal, business and tax matters for the church and ministers.
- Takes and prepares minutes for administration committee meetings.
- Works with the head of staff in the planning and coordinating of leadership council meetings.
- Participates in weekly staff meetings and scheduled elder meetings.
- Works with the wedding coordinator, when necessary.
- Facilitates the organization of volunteer help as needed.

**Job Skills and Requirements:**

- A bachelor's degree in business or a related field or equivalent experience preferred.
- A committed Christian and a regular participant in the life of \_\_\_\_\_ Church, though not necessarily at \_\_\_\_\_ Church.
- Can conceptualize his/her administrative and managerial work as ministry and verbalize the function of the job as ministry.
- Is responsible for fostering effective communication in the church organization.
- The ability to manage a consensus decision-making process.
- Knowledge of computer systems, including word processing, electronic communication software, membership software, and financial reporting and accounting software.
- Timely and consistent attendance, and availability in the evenings for committee and church board meetings.
- Excellent verbal and written communication skills.

**Evaluation and Compensation:**

The church administrator reports to the pastor and will receive an annual performance review by the pastor as head of staff. Compensation is reviewed annually by the pastor and the church administration committee. The church administrator serves as staff liaison with the church administration committee, the human resources committee, and attends other committees as needed.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Employee

Date

Revised: \_\_\_\_\_