

Church Administrator

Job Description

Job Summary:

The Church Administrator seeks to help people fulfill the vision of the church by assisting the Pastors and the Church Board in the daily operations of the church.

Organizational Structure:

Accountability

The Church Administrator is accountable, first and foremost, to God and His Word, and secondly to the Lead Pastor on a day-to-day basis. As well to the Chair of the Church Board for general direction.

Some checks regarding accountability will be:

- Weekly staff meetings
- Monthly board meetings
- Meetings with Lead Pastor
- Staff prayer times
- Staff growth and unity
- An annual review by the Lead Pastor

Job Duties:

The Church Administrator will communicate and network information between individuals, groups, and events in the church. They will also oversee the multimedia, web pages and computer systems of the church. They will work closely with the treasurer in establishing the budget.

Church Life

(40%)

Oversee the planning and preparation of annual or onetime special events that happen for the church.

- Oversee church wide events as directed by the Lead Pastor.
- Newcomers Dinners.
- Oversee advertising.

- Participate in Sunday gatherings.
- Hamper fund oversight.
- Make schedule for Family life person around the worship and preaching schedule.
- Oversee communications for Sunday gatherings and church life.
- Funerals – help with the coordination of the event, finding volunteers to do computer, and sometimes livestream.

Technology/Multimedia

(25%)

The administrator oversees all aspects of technology and multimedia for office and gatherings.

- Help office assistant or others with tech issues as needed.
- Coordinate Livestream and computer for services.
- Prepare PowerPoint presentations for sermons.
- Look after overall computer maintenance and issues.
- Manage online presence.
- Make all slides for the Sunday service announcements and put them in the system.
- Make the slide image for the sermon series that can be changed up for each sermon title, passage, and speaker each week.
- Data base management.
- Videos for special events. ie. Mother's Day

General Office Administration

(15%)

Administers the running of the office and details of operation.

- Phone calls and daily emails.
- Church Communications.
- Book building usage, open the church, arrange clean up.
- Schedule Communion servers.
- Coordinate logistics of guest speakers – honorarium, hotels, etc.
- Reserve conferences and hotels each year for Impact.
- Oversee Administrator Assistant and annual job review.
- Oversee Custodian and annual job review.
- Oversee the camp fund.
- Oversee and administer church policy directives as necessary

Overseeing Financial Management

(15%)

They will oversee all volunteers who look after all areas of finances and manage the budget.

- Oversee online giving.
- Oversee treasurer/bookkeeper/envelope stewards.
- Present financial reports at Church Board Meetings and Business Meetings.
- Respond to financial inquiries.
- Authorize receipts for ministries.
- Apply for summer student grant.
- Prepare Draft budget for the board with treasurer.
- Deal with the bank.
- Take care of renewing church insurance coverage annually.
- Getting proof of insurance for offsite events.
- Make sure the annual audit is done.
- Make sure application for property tax exemption is done.
- Add or remove signing authorities.
- Make sure the land is registered when necessary.

Professional Development/Personal Growth

(5%)

- Devote time to spiritual, mental, physical development and well being through personal disciplines.
- Attend courses/workshops as appropriate.

Job Specifications:

1. Membership: shall be a member in good standing within Courtenay Fellowship Baptist Church
2. Personal Growth
As a church we are committed to helping others know Christ and make Him known. Therefore, the Church Administrator needs to be demonstrating an authentic Christian lifestyle that exhibits a growing relationship with Christ. They must desire to bear the fruit of the Spirit in their ministry and personal life, work well with a team and be willing to take counsel.

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