

Director of Administration and Operations Job Description



Purpose:

The Director of Administration and Operations strengthens the ministry of Antrim Brethren in Christ Church by providing strategic leadership and oversight of the church's administrative, financial, personnel, facility, and operational functions. The position supports the Lead Pastor, staff, and Church Board by translating the church's vision and priorities into effective systems, responsible stewardship, and coordinated action—allowing ministry leaders to remain focused on the church's spiritual mission.

Education & Experience:

- Bachelor's degree in business administration, organizational leadership, nonprofit management, finance, human resources, ministry leadership, or a related field preferred. Equivalent education and relevant professional experience will be considered.
- Five or more years of progressively responsible experience in administration, operations, organizational leadership, or a related field, including experience supervising staff and managing multiple areas of responsibility.
- Demonstrated experience with budgeting, financial processes, human resources, policy development, project management, facilities oversight, and organizational planning.
- Experience working in a church, ministry, nonprofit organization, or similarly mission-driven environment strongly preferred.
- Experience working collaboratively with governing boards, senior leaders, staff members, volunteers, vendors, and community partners.
- Demonstrated ability to develop administrative systems, improve organizational processes, manage major projects, and carry initiatives through to completion.
- Working knowledge of employment practices, organizational risk management, regulatory compliance, insurance, benefits administration, and vendor relationships preferred.
- Proficiency with office productivity, financial, database, communication, and project-management software.
- A demonstrated understanding of church ministry, governance, and organizational culture is strongly preferred.

General Job Description:

The Director of Administration and Operations is responsible for the effective coordination and management of Antrim BIC's day-to-day operations. Working collaboratively with the Lead Pastor, staff, Church Board, ministry leaders, and congregation, this position provides leadership in administration, finance, human resources, facilities, risk management, organizational development, strategic planning, and major church-wide initiatives.

The Director develops and maintains the systems, policies, processes, and partnerships necessary to support healthy and sustainable ministry. This position also promotes clear communication, accountability, regulatory compliance, responsible stewardship, and timely follow-through across the organization. By carrying primary responsibility for administrative and operational leadership, the Director helps ensure that

the church's people, property, and financial resources are aligned with its mission, values, and ministry priorities.

Qualifications:

- A personal relationship with Jesus Christ as Savior and Lord
- A person of integrity and mature Christian character
- Gifted in leadership, organization, and administration
- Ability to work well with others
- Ability to teach and train others
- Excellent communication, public relations, and interpersonal skills
- A servant heart and attitude which leads by example
- Able to work well on a team, being both flexible and teachable
- Humble and able to submit to authority
- Proficient with various software necessary for organization

Responsibilities:

- Provide day-to-day operational leadership
- Develop and improve administrative systems, policies, and procedures
- Work closely with Church Board, including agenda preparation and implementation of decisions
- Coordinate and ensure timely follow-through on Church Board decisions in collaboration with staff and leadership
- Lead planning and execution of major church events and initiatives
- Oversee Human Resources, including hiring, onboarding, evaluations, and personnel policies
- Oversee church finances, budgets, and financial processes
- Provide financial and budgetary oversight, including managing invoices, coordinating payments with the Treasurer, assisting ministry leaders in staying within approved budgets, and guiding staff on appropriate budget classifications for purchases
- Oversee administrative and vendor-related obligations, serving as the primary liaison for insurance coverage (liability, property, vehicle, and benefits), employee benefits and retirement plans, legal/risk management matters and communication with vendors and service providers
- Serve on finance and property management committees
- Lead strategic planning and organizational development
- Oversee facilities, property, and campus operations
- Develop annual ministry and operating budgets with ministry leaders
- Ensure compliance with legal, financial, employment, and denominational requirements
- Facilitate communication between staff, Church Board, and congregation
- Manage church-wide projects, capital improvements, and organizational initiatives
- Other responsibilities as assigned

Accountability / Structure:

- The Director of Administration and Operations works with the Staff team and is responsible to the Church Board via the Lead Pastor.