

Church Administrator – Mt. Calvary Baptist Church

Job Description and Responsibilities

Job Description:

The Church administrator facilitates the mission of the church through developing, implementing, coordinating and supervising the physical, financial, business and technical aspects of church ministry.

Responsibilities

Safety and Security

The Church Administrator will be responsible for the development, implementation, coordination and supervision of all programs, procedures and policies related to safety and security. Areas include: Fire detectors, fire alarms, sprinkler system, distribution of keys or other means of building access, security cameras, volunteer security team, volunteer parking attendant team.

Facilities:

The Church Administrator will be responsible for the development, implementation, coordination and supervision of all programs, procedures and policies related to the maintenance, upkeep, cleaning and renovation of existing properties, as well as any future acquisitions.

Areas include: Janitorial service, utilities, electrical system, plumbing, internet service, computer network, phone service, computer hardware and software, printers and copiers including contracts for the same, structural and maintenance for existing buildings, parking lots and structures, trash disposal service and contracts, pest control, elevator safety and inspections.

- Building & Grounds Team

Recruit & train volunteers

- Facilities Team

Works with team to manage budgeted renovation projects & explore building needs

Transportation:

The Church Administrator will be responsible for the development, implementation, coordination and supervision of all programs, procedures and policies related to vehicles and the operation of such vehicles.

Areas include: Acquisition, maintenance and operation of all vehicles. Including background checks, approvals and safety training for all drivers, coordination of schedule for use of vehicles, policies related to use by church volunteers and staff, policies related to any outside use of our vehicles.

Financial

The Church Administrator will be responsible for the development, implementation, coordination and supervision of all programs, procedures and policies related financial matters for the church

Areas include: To work with the church treasurer, financial secretary and assistant financial secretary to ensure that all financial transactions are cared for in a timely, efficient and honorable way. To assist the staff in the preparation of budget recommendations to the church board. To assist the church staff in managing the budget on a day to day basis, to oversee decisions related to cash flow, to coordinate with the church treasurer as to any investments of the church, to oversee payroll and all legal requirements for employees, to coordinate and supervise all employee benefits as specified by budget and policy – including insurance, retirement, vacation, sick and bereavement benefits.

Special emphasis of the Church Administrator is to the review, recommendation, purchase and performance of all insurance. Including property insurance on our buildings, equipment and possessions. Insurance on all vehicles. Liability insurance and health insurance for employees who qualify.

Facilitates annual planning and budget process to ensure that all departments and to have measurable goals in place and provide a means for tracking progress.

Vendors and Contracts

The Church Administrator will be responsible for the development, implementation, coordination and supervision of all programs, procedures and policies related to contracts the church may inter into with outside business and vendors.

Areas include: Pest control, fire safety system, trash disposal, utilities, phone, internet, subscriptions, warranties, leases, rentals, permits and other legal obligations.

Technology

The Church Administrator will be responsible for the development, implementation, coordination and supervision of all programs, procedures and policies related to technology to support the mission and ministry of the church.

Areas include: Maintenance and upkeep of church database, church cloud-based network, software and hardware support of technology use in theater and sanctuary, development of training and volunteer enlistment of technology operators.

- Bulletins
- Responsible for media such as updates on website, Social Media, Connection Point email, and publications.
- Manages daily computer issues and is responsible for electronic door system, camera system, and phone system.

Human Resources

- Ensures appropriate job descriptions are in place for each position in the church. Evaluates and revises job descriptions as needed.
- Monitors the performance of all personnel and coordinate the job performance evaluations annually.

Leadership and Supervision

- Teams with the Senior Pastor to guide, direct and manage the critical functions of the church to meet the long-term goals of the church.
- Coordinates planning and execution of the **new leader orientation.**
- Produce worship folders for all services under supervision of Senior Pastor
- Coordinate with pastors on members who require special care or visitation
- Oversee coordination of funerals & prepare with ministry volunteers
- Set up travel & accommodations for guests of the church
- Setup teaching scheduling with Senior Pastor for Wednesday nights
- Willing to teach on Wednesday nights