



Success Profile

CHURCH ADMINISTRATOR

- I) **Primary Function:** To provide a welcoming presence in the church offices guests, and expedite the administrative work of the congregation with the church board, pastors and various ministry team leaders of the congregation.
- II) **Relationship:** Supervised by the lead pastor and works with other staff volunteers, guests and the congregation in various ministries. Relate to the Salford Child Care Executive Director on matters of technology, facility use, cost sharing and administrative function backup.
- III) **Time Commitment:** A full-time position, Monday through Friday with occasional responsibilities outside the daily office schedule, such as minute taking for the board, Sunday morning responsibilities and backup for facility manager for event management.
- IV) **Qualifications:** Strong commitment to Christ and the church, high level computer skills, good management and relational skills, capacity to function confidentially and in a trustworthy manner, supervisory skills, financial expertise/knowledge, good team member, and a keen sense of Anabaptist/Mennonite faith perspective and practice.
- V) **Responsibilities:**
1. *Church office management*
 - a. Provide a welcoming presence and hospitality on behalf of the pastoral staff to guests who come through the church office.
 - b. Manage the office in answering the phone, opening the door to members and guests.
 - c. Maintain church records, files, database, and do the official correspondence for the church.
 - d. Maintain church mailboxes, and gather information and prepare welcome notes for guests from friendship pads.
 2. *Funeral Management*
 - a. Prepare funeral bulletins.
 - b. Schedule ushers, facility, and sound team coverage for funerals as needed.
 - c. Arrange for funeral lunches in coordinating with the Child Care schedule.

3. *Facilities and equipment management*

- a. Relate to facilities staff in maintaining the property and promoting energy conservation.
- b. Serve as key person in seeing that equipment needs are met, computer services are kept up to date for the offices, and supplies are available for other staff and the church.
- c. Oversee rental properties and work with staff to coordinate activities such as the church garden, peace camp, MYF Auction, and weddings.

4. *Communications management*

- a. Respond promptly to church and staff related emails.
- b. Prepare the weekly bulletin, bulletin inserts and special services bulletins.
- c. Maintain church website with weekly postings and new articles and pictures as needed.
- d. Learn how to update the Salford Facebook page.
- e. Learn how to update the sermon podcast on Mondays.
- f. Serve as the recorder for the church board in monthly meetings and produce minutes for the congregation.
- g. Oversee church advertising.
- h. Oversee changes to the church sign.
- i. Oversee directory update and printing.
- j. Oversee photo directory updates.

5. *Scheduling management*

- a. Coordinate Lead Pastor's schedule and work to expedite his/her responsibilities.
- b. Oversee official church calendar.
- c. Oversee scheduling for use of church property.
- d. Work with the Associate Pastor to develop on call and weekend watch schedules.
- e. Schedule meetings pertaining to the team requested by staff.

6. *Finance management*

- a. Work with the lead pastor, church board and finance committee in budget formation and in managing the expenditures of the congregation.
- b. Sign checks and coordinate payment procedures with the church bookkeeper.
- c. Produce Finance Comments for the Lead Pastor each month.

7. Team participation

- a. Participate as staff contact to trustees, child protection and garden outreach ministry teams.
- b. Attend and participate in weekly tactical meetings.
- c. Attend and participate in strategic meetings as scheduled.
- d. Meet with Lead Pastor for weekly updating meeting.
- e. Attend monthly board meetings.

2013 Significant Accomplishments

2014 Work Goals

2014 Professional Goals

2014 Personal Goals

Updated: 4/11/14 by Joe Hackman