

# Bible Fellowship Church

## Office Manager

### Position Summary

The Church Administrator serves as the administrative hub of Bible Fellowship Church, providing operational, communication, and organizational support to pastors, elders, ministry leaders, volunteers, and the congregation. This position oversees church communications, office operations, database management, facility scheduling, event coordination, and ministry support while helping the church fulfill its mission effectively.

**Reports To:** Lead Pastor

**Status:** Full-Time (37 hours per week)

### Qualifications

- Committed follower of Jesus Christ and active member of Bible Fellowship Church.
- Supports and upholds the church's mission, vision, doctrine, and leadership.
- Strong administrative, organizational, and communication skills.
- High level of professionalism, discretion, and confidentiality.
- Proficient with Microsoft Office, Google Workspace, Subsplash, church app administration, social media platforms, email communication systems, and office technology.
- Ability to manage multiple projects and deadlines in a ministry environment.

### Office Administration & Reception

- Serve as the first point of contact for church members, guests, ministry leaders, and community inquiries.
- Manage phones, emails, correspondence, appointments, and office systems.
- Welcome visitors and assist with ministry information and general requests.
- Coordinate calendars, supplies, records, and administrative procedures.
- Maintain security access records and vendor relationships.

### Church Communications

- Produce weekly bulletins, announcements, newsletters, ministry materials, and event promotions.
- Maintain church website content, church app content, and digital communication platforms.
- Manage church social media accounts and communication campaigns.
- Distribute prayer requests, missionary updates, and church-wide communications.

### Database & Records Management

- Maintain accurate member, visitor, volunteer, and attendance records in Subsplash.
- Generate reports for pastoral care, attendance tracking, and ministry follow-up.
- Maintain church directories, communication lists, archives, and digital records.

## **Leadership & Ministry Support**

- Prepare agendas, reports, meeting materials, and minutes for staff, elder, and congregational meetings.
- Support ministry leaders with scheduling, registrations, communication, and event logistics.
- Coordinate volunteer schedules and ministry support systems.
- Assist with baptisms, membership classes, fellowship events, memorial services, and special events.

## **Facilities & Operations Coordination**

- Coordinate facility reservations and event scheduling.
- Maintain facility use requests and communicate approvals and policies.
- Serve as liaison with maintenance, janitorial, landscaping, and service vendors.
- Track maintenance needs and coordinate repairs and preventative maintenance.
- Support logistics and operational readiness for church-wide events and ministry programs.

## **Core Competencies**

- Organization and project management
- Communication and interpersonal effectiveness
- Attention to detail and follow-through
- Initiative and problem-solving
- Teamwork and collaboration
- Professionalism and confidentiality
- Flexibility and adaptability
- Servant leadership and ministry-minded professionalism

## **Performance Expectations**

Success in this role will be demonstrated through effective management of daily office operations, timely and accurate church communications, accurate record keeping, strong support of staff and ministry leaders, professional interaction with church members and guests, and efficient coordination of events and ministry processes.

## **Mission Alignment**

The Church Administrator serves as a key ministry partner in helping Bible Fellowship Church fulfill its mission of making disciples, building Christ-centered community, and reaching the San Jacinto Valley and beyond with the Gospel of Jesus Christ.