

## **Menchville Baptist Church Church Administrator**

### **Position Overview**

The Church Administrator position is a part time position that is critical in supporting the ministries of the church through commitment to “The Church Mission to love God and love people in fulfilling Jesus Christ’s Great Commandment and to make disciples of all nations, living out His Great Commission.”

The Church Administrator reports to the Senior Pastor. The Administrator is integral to managing the smooth flow of daily church operations, supporting ministry needs, overseeing facility operations and administrative tasks. The Administrator nurtures a receptive office atmosphere of efficiency, integrity and confidentiality while reflecting Christ’s love and grace. Due to an expectation of familiarity with the church family, the Administrator is required to be a member of the church (currently or by joining).

### **Key Responsibilities:**

Office and Membership Support:

- Maintain membership database and provide reports as needed.
- Oversee church calendar updates and prayer list updates.

Payroll and Administrative Duties:

- Process payroll and timesheets for church staff.
- Respond to after-hours ministry or facility needs.

Facility and Maintenance Management

- Schedule climate control settings.
- Oversee facility and grounds maintenance.
- Coordinate and ensure necessary and required inspections.
- HVAC, refrigeration, pest control, etc.
- Fire systems, elevator, health, etc.
- Oversee janitorial services and scheduling.
- Oversee and/or coordinate repairs and improvements with volunteers and/or contractors.

Ministry Support:

- Ensure ministries have the facilities and equipment needed for events and activities.
- Coordinate, encourage, and provide support as necessary for Greeters, Hosts, Coffee Ministry and other hospitality efforts.
- Assist Senior Pastor with administrative tasks, communications, and follow-up.

Budget and Volunteer Coordination:

- Oversee budgets for office grounds, and maintenance.
- Oversee Connect Room Ministry budget to include Coffee Ministry and Bereavement Receptions.
- Work with the Nominating Committee in recommending volunteers for ministry positions.

**Staff Oversight:**

- Oversee the work of the Ministry Assistant to ensure efficient office operations and ministry support.
- Interact regularly with contracted Bookkeeper.
- Provide oversight to office volunteers.

**Communication:**

- Send mass texts or emails for cancellations, closings and special or required notifications.
- Send weekly prayer list notifications.

**Work Schedule:**

Sunday –Thursdays (32 hours)

- Daily in office hours
- Sundays (4 hours) 8:30-12:30
- Monday-Thursday (6 hours) Schedule to be determined.
- Flexible hours (4 hours) to accommodate extended hours, after hours schedule and position uniqueness requirements.

**Qualifications:**

Office Proficiencies:

- Strong organizational, communication, and multitasking skills.
- Experience and expertise in office software and financial management tools.
- Coordination skills applicable to multiple skills and talents of staff, volunteers, and contractors.
- Prior experience in church administration or similar roles preferred.

**Compensation:**

- Starting annual salary is \$42,000.
- Compensation can be split into salary and retirement accounts if desired.
- Holidays included.
- Vacation and Sick Leave accrual included.

**Application Process:**

- The new Administrator is to be announced by May 10th.
- Please apply early.
- The position will begin in June with a shadowing work schedule (TBD) prior to the departure of the current administrator at the end of June.

- Please submit a letter of interest and resume:
- Email: [Resumes@mbcnn.org](mailto:Resumes@mbcnn.org).
- Questions may be submitted in the same manner.

**Thank you for your interest, and may the Lord Bless your endeavors.**