

Church Administrator Lake City CRC

Position Classification: Director 1/PT/Salaried (Exempt)

Ministry Teams: Adult & Hospitality (Direct); Children's Ministry, Youth and Worship (Indirect)

Reports to: Senior Pastor

Supervises: Director of Worship and Children's Ministries and Facility Director

Position Description: The person in this position is a senior director and closely supports the church's Senior Pastor, by providing non-ordained administrative oversight and coordination of key ministries and their respective staff. This position provides leadership, supervision, coordination, and administrative oversight of Children's, Youth, Adult and Hospitality ministries and of Facilities; as well as supervisory responsibility of staff related to implementation of these ministries. The person in this position promotes the recruitment, training and equipping of staff and volunteers to serve in their areas of passion and giftedness and encourages others to raise up leaders and volunteers. This is a new position created to increase coordination, effectiveness, and success of related ministries. Following successful orientation and initiation of selected candidate, expectations may be modified to optimize the selected candidate's qualifications.

Position Responsibilities:

- Regularly meet with and advise the Senior Pastor on matters related to position's scope and responsibilities.
- Administratively oversee the efforts of others in implementing Children's and Youth Ministries, and Facilities management; to ensure ministry goals and objectives are reached, volunteers are being properly shepherded, and staff unity is protected. This will require active two-way communication with direct reports and may involve occasional attendance at related ministry team activities.
- Ensure accountability and compliance of direct reports and respective teams related to financial, budgetary, administrative, and procedural expectations of church leadership.
- Maintain Church's personnel files, administer employment policies and practices, and church insurances.
- Assist administrative team and facilities director in procuring, implementing, managing, and coordinating service and rental agreements and contracts, in a way that effectively reflects the desires of church leadership.
- Be present, as necessary, during ministry functions to monitor effective implementation of related ministries.
- Attend and engage in ministry, staff, and church leadership meetings as needed to ensure accurate, efficient, and effective communication. Serve as ex officio member of LCCRC Administrative Team as requested.
- Effectively use electronic technology and social media to communicate with related shareholders, volunteers, direct reports, church leaders, and others.
- Provide periodic reports to the Senior Pastor, as requested, using agreed media format(s).
- Provide administrative, non-ordained functions normally performed by the Senior Pastor, in his/her absence.

This is a part-time, salaried position requiring between 20-32 hours per week, depending on scope of assignment. Minimum requirements include a personal belief in the Lord Jesus Christ as Savior; regular attendance at LCCRC worship services; agreement with Lake City CRC's stated mission and goals; and a preferred five (5) years of managerial, coordinator, or supervisory experience in a similar environment. A relevant college degree is preferred, as is successful experience with organizational development, conflict resolution/management, multi-department administration, supervision of cross-functional staff/teams, fiscal management, confidentiality, record retention, and human resources management.

Church Administrator : _____ Date: _____

Senior Pastor: _____ Date: _____