

# CHURCH ADMINISTRATOR

Accountable To: Senior Pastor  
Classification: Ministries Staff, Part-Time, Exempt

## PRIMARY FUNCTION:

- 1) Responsible to the Senior Pastor for administering the business affairs of the church, working with members and staff to achieve the objectives of the church.
- 2) Responsibilities include direction for the daily management of the church office which includes the coordination of human resources, finance, accounting, facilities, maintenance, operations, events scheduling, risk management, and purchasing.
- 3) Maintain discretion and confidentiality as the Church Administrator often involves highly sensitive information.

## ESSENTIAL RESPONSIBILITIES:

### Personnel Management

- Gives general direction with regard to the operation of the church office.
- Supervises all custodial staff.
- Maintains all office equipment and computer systems.
- Assists the Personnel Committee in the development and administration of the personnel policies and procedures of the church.
- Maintains personnel records.
- Assures the church's compliance with federal and state labor laws.
- Coordinates the vacation schedule for all employees; maintains all vacation/leave accruals.

### Financial Management

- Oversees the church Finances in the receipt, deposit, budgeting, and disbursement of all church funds.
- Oversees the purchasing process and maintaining vendor relationships.
  - 1) Negotiate and execute, as necessary, routine business agreements with vendors and suppliers on behalf of Mt Olive Baptist Church, Inc.
  - 2) Review all business agreements to insure legal compliance and overall protection of Mount Olive Baptist Church, Inc. to include securing legal counsel if necessary.
- Oversees the preparation of financial reports to individual ministries and for business meetings.
- Oversees the administering of the payroll for church employees.
- Works with the church Financial Assistant to assure all tax reports are promptly paid and filed.
- Open, review, and route bills to the correct person or group, secure money, and incoming checks.

## **Properties Management**

- Develops and administers policies and procedures concerning the use of all church properties and facilities.
- Directs the church's maintenance program by supervising the church custodians and outside contractors.
- Leads the building and grounds committee in their work with architects, contractors, and others in the evaluation, planning, building, remodeling, and equipping of facilities.
- Works with staff and various ministries /groups in coordinating the assignment of classrooms and church facilities for meetings and activities.
- Evaluates periodically the insurance needs of the church.
- Oversees the security of the church along with the Pastor.
- Maintains an inventory of church property and equipment.
- Serves as Fleet Manager for church vehicles and commercial transportation needs.

## **General**

- Shall be an ex-officio member of the Stewardship Committee and serve in an advisory role to any committee with large expenditures.
- Participates in staff meetings and scheduled committee meetings.
- Facilitates the organization of volunteer help as needed.
- Be the first point of contact for all who are seeking emergency financial assistance through the Benevolence fund. Disseminate information and instructions, including names and numbers of social service agencies.
- Ensures that the policy and procedures meet the current needs of church operations and ministry.
- Other duties as assigned by the Senior Pastor.

## **QUALIFICATIONS:**

- Born again believer in Jesus Christ.
- Bachelor's degree in business or a related field or equivalent experience.
- Ability to manage a complex organization and supervise diverse employees.
- Excellent verbal and written communication skills.
- The ability to manage a consensus decision making process.
- Ability to develop and administer policies and procedures concerning the use of all church properties and facilities.
- Knowledge of computer systems, including word processing, electronic communication software, membership software, and financial reporting and accounting software.
- Timely and consistent attendance and availability in the evenings for committee meetings.
- Strong organizational skills.
- Is able to prioritize and multi-task, using good time management skills in a fast-paced environment.
- Assist as needed in crisis situations, and serve as a helpful and caring assistant to interface with the congregation and the Senior Pastor.