

Job Title: Church Administrator

Reports To: Session and Pastor

Cateogy: Part-time/Exempt

General Summary: The Church Administrator assists paid staff, ministry leaders and CN Jenkins congregation members in carrying out the mission of the church by planning and implementing, with appropriate approval as needed, effective organizational and fiscal processes that are designed to achieve ministry mission and goals.

Essential Functions:

- Supervises the work and performance of non-clergy and non-music staff personnel, secretary, communication administrator, gatekeeper, providing general direction to the weekday operations of the church office and facilities
- Works closely with the Session Personnel Committee in developing and administering personnel policies and procedures of the church
- Evaluates the performance of paid non-clergy and non-music staff personnel.
- Manages the administering of payroll, time keeping, and attendance for assigned church personnel
- Serves as resource person for Session regarding legal and business matters of the church, reporting on an annual review of the church's insurance (liability and auto) coverage, and the development/maintenance of a Manual of Administrative Operations and management of vendors and vendor contracts
- Develops and implements, with the Board of Trustees or other Session appointees a long-range plan for updating equipment, furnishings and software
- Leads assigned staff in acquiring training in ministry-related and technical skills needed to achieve the mission and goals of the church
- Maintains records on all non-clergy church staff personnel
- Develops and oversees a Volunteer pool of ministry supporters that meet ministry needs insuring that appropriate safeguards are in place in selections, etc. per the church's sexual misconduct policy, child protection, policy, etc.
- Administers in coordination with Session, Session approved policies and procedures related to the use of church properties (e.g., van use) and facilities (ministry use and rental requests, etc.).
- Performs other duties as assigned

Job Qualifications:

- A bachelor's degree in business or related field or equivalent years' experience preferred
- Strong management and supervisory experience
- Strong computer skills
- Must be able to multi task
- Timely and consistent attendance, and available in the evenings for committee and Session meetings
- Training or experience in a non-profit, church accounting, building construction and maintenance is a plus

Physical Qualifications:

- Must be able to lift and carry items up to 20 pounds, kneel, squat and stand to perform duties