



77 W. 11<sup>th</sup> St., Holland, MI 49423

### **JOB DESCRIPTION**

Title:	<b>CHURCH ADMINISTRATOR</b>
Reports to:	Ministers
Hours of Work:	This is a 32 hour/week salaried position
Salary Range:	\$17-\$20 per hour or \$28,000 - \$33,000 annual salary based on experience
Position Purpose:	The Church Administrator provides a vital administrative ministry to further the church's Christian mission; provides coordination for the ministries of Hope Church; provides essential support to the minister(s); and provides coordination for the day to day activities of Hope Church.
Job Summary:	This person is responsible to oversee the administration of the ministry and facilities of Hope Church. S/he provides administrative support for the staff, Consistory, and ministries. The Church Administrator coordinates the staff of Hope Church, providing work direction for the office support staff and receiving general job direction from the ministers. This person is also responsible to oversee congregational communications which includes website content and social media. It is the expectation that the entire staff will work cooperatively to fulfill the mission of the church.

#### Essential Duties and Responsibilities:

- Responsibility for the entire administrative operation of the Hope Church office and building in support of its ministry, as well as the supervision and work direction of the administrative and custodial staff, consulting with pastors regarding performance evaluations.
- Serve as a liaison for the support staff to the Personnel Committee. This includes management of employee contracts; staff reviews, and job descriptions. Schedule all administrative staff activities such as vacation scheduling, office coverage, and arranging meetings.
- Coordinate all church activities and scheduling; coordinate church usage by community organizations; provide facilities scheduling and contracts for weddings and arrange supervision for such events.

- Serve as a liaison with our building tenant, Child Development Services for annual contract renewal/review and building maintenance/usage issues.
- Confer with custodial staff, Building and Grounds Ministry, and ministers on scheduling of repair and maintenance work to the building and grounds.
- Evaluate computer needs of various ministry programs and confer with computer system manager on routine back-up of computer system; and timely upgrading of system and equipment. Responsibility of arranging for maintenance and upkeep of all office equipment.
- Assist in worship readiness and in the seasonal aspects for the upcoming church season, conferring with Sacristy Guild and utilizing the worship environment guide. Supervise the Sunday Administrative Support person with pertinent details for each week. Some Sunday attendance will be required and compensatory time taken off during the work week.
- Work with Ministers, Communications Coordinator, Financial Administrator, Sunday Administrative Support, Custodian, Consistory, and ministry chairs to coordinate various aspects of the ministries' activities and yearly program. Work as direct support staff to Building and Grounds Ministry and Fellowship Ministry.
- Share and delegate receptionist and clerical duties.
- Cover communications coordinator duties during vacations.
- Worship service bulletin preparation.
- Act as records clerk in maintaining church membership records in records books and in computer database (baptisms, transfers). Maintain yearly binder containing:
  - Consistory minutes
  - Executive board minutes
  - Deacon/Elder board minutes
  - Ministry minutes
  - Committee minutes
  - Denominational reports

Essential skills and experience required:

- Exceptional people skills. Able to collaborate, lead projects, supervise others.
- Exceptional communication skills. Excellent writing and interpersonal communication ability. Able to operate with discretion and confidentiality.
- Organizational abilities. Shows initiative and works independently.
- Experience with website management and social media. Experience and proficiency with desktop publishing (experience with InDesign preferred), Word, and Excel.