



77 W. 11th St., Holland, MI 49423

JOB DESCRIPTION

Title:	CHURCH ADMINISTRATOR
Reports to:	Co-Pastors
Hours of Work:	This is a 40 hour/week salaried position with benefits available. Hours include Sundays from 9 am – 1 pm, and Monday-Thursday office hours.
Salary:	Annual salary in the range of \$40,000-\$42,000 with negotiated benefits. Three weeks paid vacation provided.
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. 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, custodial and AV staff, consulting with pastors regarding performance evaluations.
- Administrative support and scheduling for all church activities; coordinate church usage by community organizations; provide facilities scheduling and contracts for weddings and funerals and arrange staff support for such events.
- Serve as administrative 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 and office coverage.
- Serve as a liaison with our building tenant, Child Development Services for annual contract renewal/review and building maintenance/usage issues.
- Assist in logistical support for worship services: coordination with support staff and Sacristy Guild; preparation, print, and assembly of weekly bulletin.
- Work as direct support staff to Fellowship Ministry and Building and Grounds Ministry and as chair of the Communications Committee. Maintain all advertising for the church.
- Design and edit the Hope Church newsletter, *Salt & Light*, for distribution.
- Maintain website content and social media.
- Act as records clerk in maintaining church membership records in records books and in computer database (baptisms, transfers).
- Receptionist duties – in coordination with administrative assistant to answer phones and to provide hospitality and assist those coming into the church office.
- Responsible for word processing, data maintenance, mail handling, and correspondence in support of the ministry teams. This includes creation of publicity and signup schedules. Maintain yearly schedules for volunteer involvement and communication with volunteers.

- Responsibility for scheduling HVAC for the week's events.
- Sundays during program year, September through May –Be available in the church office for any general or special needs from 9:00 a.m. to 1:00 p.m. Sundays during June, July and August: 9:30 – 11:30 a.m. Attendance at worship is welcomed if desired with presence in the office before and after.
 - Sunday duties will involve checking the Sunday schedule and room set ups for any special requests and seeing that things are in place. Sanctuary should be checked for worship readiness.
 - Provide tech support for Sunday adult education classes and other Sunday meetings (turning on sound system, setting up powerpoint with laptops, and competence with running zoom)
- Additional responsibilities will be addressed as needed in consultation with the ministers.

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. Ability to shift back and forth between administrative tasks and offering assistance and hospitality to staff and office traffic.
- Experience and proficiency in computer skills including email, Microsoft Office Suite (Word, Excel, Publisher, PowerPoint), Google Suite (Google Drive, Calendar, etc.), Zoom, and desktop publishing (experience with InDesign preferred or ability to learn this software).
- Experience and proficiency in providing A/V support (setting up connections for a laptop powerpoint presentation, running sound system/microphones, etc.)