

## **Job Description for Church Administrator**

### **Applicant**

A person who is a committed follower of Jesus Christ; teachable, loyal, integral, accountable, and exemplifying humility etc. You will express a strong work ethic and high self-initiative, an ability to keep on task, motivated, and an initiative-taker. You will need to provide a Criminal/Vulnerable record check and be a Canadian resident and eligible to work in Canada.

**This individual will report to the Lead Pastor**

### **Church Administrator Job Description**

The job of the church administrator includes actively supporting the church's core values, mission statement, vision, and various ministries. A major part of the job involves managing the day-to-day operations of the church. This is 20 hour per week position.

### **Position Description**

The church administrator has responsibilities that are like those of a business manager or office administrator.

### **Essential Duties and Responsibilities:**

- Maintains office equipment and office supplies.
- Assists the pastor with communications by managing written correspondence and phone messages.
- Manages the church's website, weekly newsletter, announcements, and other publicity also included would be office participation during special events.
- Keeps the church schedule for use of the fellowship hall for weddings and gatherings as well as the use of classrooms for Bible studies or other special courses.
- Tracks church attendance and keeps reports on file.
- Keeps the pastor's appointment calendar and the calendars of other staff members.
- Maintains all insurance policies associated with the church and keeps an inventory of all church property and equipment.
- Administers the records of the church and official documents and manages or sorts incoming correspondence.
- Answers questions from members and other staff regarding administrative processes.
- Keeps the master church calendar and makes sure there are no conflicts.
- Sorts the records that need to go to the Bookkeeper.

### **Required Knowledge, Skills and Abilities**

- Demonstrates excellent interpersonal and leadership skills.
- Displays strong verbal and written communication skills.
- Ability to keep the highest level of confidentiality
- Pays close diligence and has excellent record keeping abilities.

- Possesses strong technological abilities and has knowledge of computer programs such as Microsoft Word, Excel, PowerPoint, Access, and Power Church. Has the ability to operate standard office equipment.
- Has knowledge of and supports the church's mission statement, beliefs, and commitment.

**Salary:** commensurate to experience and qualifications.

**Closing date:** for applications March 31, 2022

**Application Process:** Applications should include a cover letter, resume (including three references), and email to [jimcaruso67@gmail.com](mailto:jimcaruso67@gmail.com) or drop off at the church office:

Crossroads Community Church  
2990 Vought Street, Merritt BC