



Neland Avenue

Christian Reformed Church

Church Administrator Job Description

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Job Title: Church Administrator

Classification: Full time, exempt

Reports to: Minister of Worship & Administration

Date: 4/20/2017

Mission: The **Church Administrator** will work with Council, Staff, and other committees to administrate the business of the church and to help guide, direct and manage the critical functions to meet the church's goals.

Qualified candidates will possess the following Minimum Requirements:

- Faithful follower of Jesus Christ
- Alignment with Neland's mission and goals
- Minimum of two years of experience in a similar environment
- Strong fiscal, organizational, and leadership abilities
- Strong interpersonal, hospitality, and verbal and written communication skills
- Strong self-motivation, with ability to manage personal work load with minimal supervision
- Ability and willingness to work well in a team-based work setting, building effective work relationships using collaboration skills
- Strong technical and computer proficiency (including Microsoft office, accounting software, database administration, and online communication)
- Exceptional professional attributes of dependability and confidentiality
- Associate's degree in business or accounting (or a related field)
- An outstanding work record, including attendance

Outstanding candidates will possess the following Desired Requirements:

- Bachelor's degree in business or religious studies (or a related field)
- Five years of experience in a similar environment
- Certified Church Administrator designation from the National Association of Church Business Administration.
- Previous experience in a diverse non-profit or church environment

(Minimum requirements are updated annually to meet the demands of various positions; employees hired prior to the latest revision update may not meet all current requirements)

Essential functions:

Leadership & Supervision:

- Collaborate closely with staff and Council to ascertain and implement their vision for the church and its ministries.
- Team with the pastors, council, and other staff to guide, direct, and manage the critical functions of the church.
- Assist with annual nominating cycles so that nominations are made in a timely fashion for all offices and committees of the church.
- Coordinate planning and execution of new leader orientation for staff, council, and committees. Facilitate annual council retreat, congregational meetings, and volunteer and staff on-boarding activities.
- Serve as point of hospitality in church office, directing guests to appropriate resources and personnel.
- Attend and participate in staff meetings, providing resources and connections to support staff members and empower them for effective, coordinated ministry.



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Communication & Information Technology:

- Work with staff, council, and committees to provide timely and accurate communication with the congregation and community.
- Spearhead coordinated written and electronic communication at Neland, including website, social media, print media, and newsletters for congregational and community stakeholders. Support all print and electronic tools for staff members to better engage with community and congregation.
- Work with Technology Committee to support the servers, computers, and other church technology. Manage daily computer issues and church security and telecommunication resources.
- Create and maintain a centralized database of church resources and activity, connecting congregational and community gifts, interests, and needs with available resources and areas of service. Coordinate information in order to empower staff, council, committees and congregants to fulfill Neland's mission and goals.
- Ensure accurate and timely church resource records, including households, church calendar, bulletin, orders of worship, membership, council and committee minutes, classis and synodical communication, and committee schedules. Share information as needed with congregation, classis, and denomination.
- Manage facility schedules along with Building Manager to ensure usage follows Building Committee guidelines.

Finance & Human Resources:

- Coordinate the church's administrative functions and procedures, implementing or recommending changes where needed.
- Ensure appropriate job descriptions, policies, and handbooks are in place for all positions in the church. Work with leaders to update and align these resources with Neland's mission and short-term and long-term goals.
- Maintain a detailed organization chart that shows the relationships, mission, and responsibilities of staff, council and committees.
- Ensure Neland's compliance with denominational polity, employment law, and finance regulations.
- Facilitate annual planning and budget process to ensure that council and all teams have measurable goals in place and the means for tracking progress. Assist Treasurer, Assistant Treasurer, and Accountant with financial matters as needed. Ensure that spending stays within budget.
- Maintain personnel files and payroll. Monitor staff absences and vacation requests, arranging for substitutes when needed and ensuring substitutes are properly trained.

With my signature below I acknowledge that the above items are the essential functions of my job.

Employee Signature

Print Name

Date