



Rising Star Missionary Baptist Church

Church Administrator

Job Description

Title

Church Administrator

Purpose

The Church Administrator will assist the Senior Pastor and Executive Pastor by managing office administration needs as they pertain to the operations of the staff and church ministries.

Responsible to

Senior Pastor and Executive Pastor

Key Responsibilities and Duties

- Work with RSAT to assist members find their place of service in the ministry and forward recommendations of membership placement to the proper ministry leaders
- Maintain the organization records of leadership officers and ministry leaders
- Manage information in the church database, which will be used by ministry leaders to grow the church to include creating and managing database queries that give specific information concerning pockets of the membership.
- Help develop and keep updated ministry descriptions for every ministry opportunity in the church
- Develops and administers the personnel policies and procedures of the church under the review of the executive pastor or senior pastor
- Supervises administrative staff (administrative assistant, administrative coordinator and media, marketing and audio/visual administrator)
- Maintains personnel records
- Administer the performance evaluation system for those under her/his supervision
- Coordinates the vacation schedule for staff and volunteers during the week
- Manage the Rising Star event checklist process
- Lead office staff in presentation preparation for all leadership meetings scheduled by the senior pastor or executive pastor.
- Gives general direction to the weekday operation of the church office, and supervises the clerical office personnel
- Manages maintenance of all office equipment and computer systems
- Participates in weekly staff meetings and monthly Church Council and leadership meetings
- Assist pastor with sermon PowerPoint preparation
- Manages volunteer support for office administration work
- Special projects as directed by Pastor and Executive Pastor

Time requirements

Position is part-time. Hours are 9:00 a.m. to 4:30 p.m., Tuesday – Friday each week (approximately 36 hours per week). The Church Administrator is required to attend all Church Business and Leadership meetings.

Qualifications and Experience

- Bachelor's degree in Business Administration, or related field. At least 2 years experience in the non-profit religious industry. General knowledge of religious and church-related functions desired.
- Is a consistent witness for Christ, Prays regularly for church leadership, team members, for volunteers and successful placement
- Strong Management, Leadership, People, and Administrative Skills, Passion for effective placement and utilization of volunteers
- Passion for Christian ministry
- Verbal and written skills should be considered an essential and natural extension of every assigned task

Skills and gifts

- Proficient with Microsoft Office 2007, including Word, Excel, PowerPoint, and Publisher
- Has basic understanding of office organization and operations
- Has good awareness of office equipment and methods
- Possesses basic knowledge of church governmental structure
- Knows principles of preparing correspondence, forms, reports, etc.
- Possesses good communication and organizational skills
- Understands principles and procedures of record-keeping
- Have good English, grammar, spelling, punctuation, and vocabulary skills – ap style
- Is able to perform services independently and without direct supervision
- Has the ability to communicate clearly and concisely, both orally and in writing
- Good “people” skills for relating to senior pastor, pastoral staff, co-workers and other volunteers, extended church staff, church members, and the general public