

## Job Description

July 2021

### CHURCH ADMINISTRATOR (PART-TIME)

**Purpose Statement:**

*To develop an office environment that acts as the hub of communication for the church, and provides efficient clerical office management and improvements in day-to-day operations.*

**Reports to:** Lead Pastor

**Primary roles:**

- Administrative support
- Membership database expert
- Communications

⇒ **Focus Area #1: Assistant to Lead Pastor**

- Accurately creates correspondence, documents, reports, forms and other materials using word processing software.
- Copies, faxes, emails and files as directed.
- Answers and directs incoming telephone calls
- Screen the Lead Pastor's incoming telephone calls and personal visits, and then communicate pertinent information.
- Open, review and reply to correspondence on behalf of the Lead Pastor.
- Organize and manage the Lead Pastor's schedule of meetings, work flow and telephone calls.
- Maintain a posture of confidentiality.

⇒ **Focus area #2: Membership database administration**

- Responsible for overseeing the structure and integrity of the church's computer membership database.
- Train staff and volunteers to add, delete and update individual records including ministry connections, covenants and class/event registrations.
- Train new users of the membership database software.
- Monitor and provide follow up training to users in order to maintain accuracy of database records.

⇒ **Focus area #3: Communications (print, and digital)**

- Responsible to create, organize, plan and implement effective communications and strategies for/with church and community audiences. The individual will support church and ministry leaders in conveying their vision and communications priorities to appropriate audiences.
- Create and implement a strategy for becoming more visible in the community.
- Responsible for maintaining and updating all digital media platforms on a regular basis and serves as the Webmaster for church's website.
- Is current on creative, communications and technological trends and looks for opportunities to use this information to more effectively communicate with the community and church family.
- Handles bulk mailings whether through the use of in-house staff/volunteers or through the use of a mail service.

⇒ *Help support and fulfill the mission, vision, core values and goals of the church.*

⇒ *Perform all other duties assigned by the Lead Pastor.*

⇒ *Adhere to the Bethel Staff Statement of Ethics.*

**Work Schedule:**

Part-time (32+ hours)

**Compensation:**

Base salary - \$30,000

1 hour lunch each day

Monday: 9:00am – 4:00pm

Tuesday: 9:00am – 4:00pm

Wednesday: 9:00am – 4:00pm

Thursday: 9:00am – 4:00pm

Friday: OFF

Saturday: OFF

Sunday: 8:00am -1200pm

**Compensation:**

Base salary - \$30,000

Benefits: 1 week paid vacation after 6 months, 2 weeks after 2 years.

*I have read the above job description with the corresponding Vision, Staff Values and Ethics statements and I am in complete agreement. I also understand that my leadership role is completely at the discretion of the Lead Pastor and can be terminated at any time.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_