

MANASSAS BAPTIST CHURCH CHURCH ADMINISTRATOR

The Church Administrator is an executive level position with the primary responsibility of day-to-day operations related to finances, property/buildings, insurances, human resources, and legal issues. This person shall have a love for Jesus Christ, a desire to enlarge the Kingdom of God and a servant's heart for working to allow others the most effective use of their gifts in the accomplishment of the vision, mission, values and goals of Manassas Baptist Church. The Church Administrator shall act as a resource to the Elders/Board of Directors and coordinate budgeting and mission priorities.

DUTIES:

1. Serve the church under direction and in consultation with the senior pastor and Elders/Board of Directors.
2. Assist church organizations and Extension Ministries in the development of annual budgets for Elder evaluation, Finance Committee presentation and Church approval. Then, assist organizational leaders and Extension Directors in the management of monies approved by the church.
3. Be responsible for communicating with and resolving issues related to all building partners (long term and short term).
4. Be responsible for keeping adequate records related to:

> Personnel	> Financial Matters
> Maintenance	> Contracts
> Legal Documents	> Other records as directed by Elders
5. Serve as staff liaison, advisor and resource person to the Finance Committee. Oversee and execute all approved financial policies.
6. Serve as staff liaison, advisor and resource person to the Building and Grounds Committee.
7. Provide resource assistance to the Personnel Committee and the Senior Pastor. Oversee and execute all approved Personnel policies.
8. Serve as staff liaison to the Treasurer, Moderator and Church Clerk in their duties and supervise the Church Secretary in developing business meeting agendas.
9. Provide direction to all paid and volunteer groups who assist in keeping the buildings and grounds at the highest possible level of excellence and performance.
10. Serve as staff liaison, advisor and resource person for appropriate committees working with stewardship and/or capital development emphasis.
11. Oversee all church electronic media such as the WEB site and technical support for the computer system.

12. Oversee church office equipment and supplies. Prepare, present for approval, and manage budgets for these items. Propose, and then, supervise improvements in systems and procedures.
13. Oversee the church custodial and office personnel, equipment and supplies. Be responsible for recommending improvement in equipment and procedures as well as presenting personnel needs to the Personnel Committee and/or Elders.
14. Monitor, review and keep current all business contracts. This shall be done in consultation with the Elders and/or appropriate church committees and should include an information file on all needs related to the smooth functioning of the building and its systems.
15. Be responsible for the overall supervision of all church support staff.
16. Cooperate with the Pastor in carrying out any additional ministerial assignment.

RELATIONSHIPS:

1. The Senior Pastor will supervise the Church Administrator.
2. The Church Administrator will provide oversight to all organizational bodies assigned to his/her responsibilities and duties and to those that may be added by the Senior Pastor.
3. Member of the Ministry Team.

HOURS/BENEFITS/COMPENSATION:

Hours: Effective January 1, 2019 - Full Time

Suggested office hours:

Monday through Thursday	8:30 am – 4:00 pm
Friday	8:30 am – 12:00 pm
Balance in flex hours as needed	

Benefits:

- As stated in the employee handbook

PRIMARY RESPONSIBILITIES:

SPECIFIC DUTIES (not exhaustive):

- 1. Engage with the Ministry Team in church wide ministry efforts.
- 2. Provide ministry data to assist committees, the Senior Pastor and the Elders/Board of Directors in the evaluation of these ministries.
- 3. Plan and implement churchwide building and ground improvement experiences.
- 4. Seek opportunities to lead people to Jesus Christ through personal example in all situations.
- 5. Work to build trusting relationships and open communication with all members of the church family.
- 6. Initiate problem and dispute resolution, whether organizationally or relationally, when issues arise within the context of his/her responsibilities and duties or as assigned by the Senior Pastor.

Employee: _____
Signature Date

Signature Date