

NEW HOPE REFORMED CHURCH

Job Description

<i>Title</i>	Church Administrator
<i>Accountability</i>	Senior Pastor
<i>Position</i>	Part time 25 - 30 hour week, Exempt
<i>Objective</i>	Manage the daily administrative activities of the church including, but not limited to, the property, physical facilities, staff resources, finances, communications, and safety. Enthusiastically communicate and support the ministry and mission of New Hope Church. Work collaboratively as a team member with all church staff in achieving church goals. Responsible for implementing the mission and vision of the church.

Primary Responsibilities

Administrative, Financial and HR Responsibilities

1. Administrative

- a. Manages administrative and tech staff and support all staff in their respective ministry areas.
- b. Work independently with all members of staff to assist them in managing their respective ministry area to achieve success.
- c. Supervise the day-to-day administrative activities of non-ministerial staff members, including contract staff (4) and vendors.
- d. Support administrative and all staff with setting performance management and objectives for their respective roles and ministries.
- e. Responsible for administrative staff coaching, development, performance reviews and discipline.
- f. Coordinate activities of administrative staff to minimize overlap and maximize efficiency.
- g. Maintain all personnel files and related records.
- h. Assure compliance with all state & federal employment & facility laws.
- i. Maintain policies and procedures for New Hope.
 - a. Employee Handbook
 - b. Financial Policy and Procedures
- j. Manage pastor benefits.
- k. Write an Administration and Finance Summary for the Monthly Newsletter
- l. Provide staff with daily support, encouragement, and development.

2. Supervise the communications manager, office administrator and tech coordinator to produce all church communications, including but not limited to newsletter, correspondence, and marketing – including video production.
 - a. Monitor website and all social media accounts.

3. Financial, Supervise the financial administrator to facilitate the financial wellbeing of the church.

- a. Oversee the development of budgets for all program areas.
- b. Regularly review budgets with the ministry leaders.
- c. Work closely with the financial administrator, deacons to monitor and maintain the church budget as approved by Congregation.
- d. Oversee and review all church expenses with the financial administrator and reports on findings to the Consistory as needed.
- e. Approve all expenditures, invoices.
- f. Manage payroll.
- g. Maintain records and coordinates management of cash accounts with associated financial institution.
- h. Maintain updated signature authority for all bank accounts.
- i. Ensure weekly bank deposits.
- j. Manage benevolence payments at the direction of the Outreach Team and ensure total benevolence payments remain at or near 10% of giving.

- k. Actively negotiate contracts for all vendor services.
 - l. Regularly audit accounts with input from deacons, financial administrator and staff.
4. HR
 - a. Attend all HR Committee meetings
 - b. Manage all job descriptions for up-to-date information
 - c. Coordinate all new hire searches(postings), interviews and hiring
 - i. Job postings and resume review
 - ii. Initial phone interview
 - iii. In-person interviews
 - iv. New hire documentation
 - v. Training
 - d. Coordinate annual performance reviews
 5. Manage the Facility and Grounds of the church, and pavilion
 - a. Regularly assess the ministry facility needs
 - b. Oversee maintenance of all facility and facility equipment.
 - c. Manage any building or grounds projects in conjunction with committees and contractors. Be on sight to oversee contractors,
 - d. Oversee maintenance of the grounds, including mowing, gardening, plant and tree health, pruning, weed control, sprinkler control and snow removal.
 - e. Responsible for creating and overseeing a Risk Management Plan.
 - f. Manage the church's and pavilion's rental contracts and calendar
 6. Oversee maintenance of computer operations and data management systems.
 - a. Regularly review all the church's data management systems.
 7. Coordinate, where necessary, with preschool administrator.
 - a. Maintain communication with preschool administrator
 - b. Assist with implementation of facility needs of preschool where needed.
 8. Support Consistory
 - a. Provide input and support to Consistory as needed.

Other responsibilities as assigned.

Qualifications

Bachelor's Degree with a minimum of 5 years of broad administrative and management experience
 Strong interpersonal communication and organizational skills
 Strong written and oral communication skills
 Strong computer skills
 Able to motivate and lead people
 Self-directed, dependable, detail oriented and organized
 Knows Christ as their personal savior

Church membership is not a requirement.

Approved by Consistory – 4-18-18 **Reviewed 093021**