**New Hope Baptist Church**

**Job Description:** Church Administrator (Full-time, Exempt)

**Position Reports To:** Senior Pastor

**Job Summary:** Administers all aspects of the church’s administrative and operational policies, objectives, initiatives. Responsible for the attainment of short- and long-term operational goals. Demonstrates skill in a variety of religious concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Responsible for the administrative and operational affairs of the church. Provides leadership and supervision to support staff personnel. Provides administrative and physical support to staff, ministries and volunteers.

**Duties, Tasks, Responsibilities:**

* Prioritizes church office activities
* Administers annual church calendar planning process
* Liaison between office and church leadership
* Prepares info for church business meetings
* Supports ministry programs
* Coordinates internal programs
* Administers and schedules usage of church premises, such as weddings, funerals, rentals, Bible studies, etc., according to established policies/procedures
* Works with Senior Pastor to develop administrative and facilities budget priorities
* Supervises office, custodial and/or administrative staff
* Maintains church records and personnel files
* Works with the Personnel Committee to develop HR policies and procedures
* Administers HR policies and procedures, including recruiting and termination
* Coordinates staff work and vacation schedules; audits timecards
* Performs annual formal evaluation of direct reports
* Administers outreach programming (i.e., Summer Blast, Campau Connections, etc.) and program accounting, where applicable
* Oversees and approves all publications and communications
* Maintains and coordinates external public relations
* Administers official correspondence, such as emails and print publications
* Maintains office and A/V equipment and supplies
* Executes office-related contracts
* Oversees vendor relations
* Perform additional tasks or assist in other projects, as required

**Overview of Qualifications:**

* Current or near-future church member
* Ability to coordinate with various departments for the smooth functioning of the church
* General business/non-profit and/or direct supervisory experience
* Proficient in Microsoft office applications
* Effective communication skills (oral and business writing)
* Effective organizational skills, detail-orientation and the ability to handle multiple priorities
* Effective interpersonal skills and capabilities
* Familiarity with various social media platforms
* Proficiency in current technology
* Ability to operate standard office equipment

**Prerequisite Qualifications:**

* Required: Associate’s degree or commensurate job-related experience; Preferred: Bachelor’s degree in business or commensurate job-related experience
* General business, administration, communication, non-profit or related area experience
* Direct supervisory experience

Date: 10/28/2019