



JOB DESCRIPTION

1. General Job Title: Church Office Administrator

4. Original Date: September 7, 2014

2. Unit: Full Time Exempt

3. Department: Church Employee

5. Revised Date: April 3, 2019

6. Basic Function and Scope of Responsibilities: The Office Administrator will offer organization and clerical support to the Senior Pastor and staff, oversee the church office and implement office policies and procedures. They will enlist and oversee any office volunteers, manage the Property Manager, maintain all un-official church records in regards to membership and church directory/ mailing list, maintain and oversee the official church calendar, oversee and produce all church communications and publicity. They will coordinate and work with the ministry teams, committees and staff on the planning and implementation of church activities and events. The Office Administrator will function as the office receptionist; answering phones, greeting guest, coordinating appointments, etc.

7. Principal Responsibilities:

Percentage of Time

– Weekday Responsibilities

90 %

Organize and maintain the church office for effective operation. Inventory, upkeep and order; office supplies, equipment, and other church supply needs.

Provide office receptionist duty and clerical and administrative support for the Pastor and other Ministry Staff. Coordinate the Pastor's schedule and appointments on a weekly basis.

Provide clerical and administrative support for the Child Development Center, as needed

Update, oversee and distribute the weekly prayer and hospital list and coordinate the staff visitation schedule as needed.

Oversee and maintain building usage schedule and calendar including special events such as wedding or funerals. Act as a liaison for funerals.

Go to the Post Office. Sort, Distribute and attend to all mail and correspondence.

Oversee Property Management issues and support. Such as; HVAC, plumbing, carpet cleaners, schedule of workers, building upkeep, etc.

Organize and maintain the church filing system, computer networks and all records. Maintain all records regarding membership in the church including but not limited to; mailing list, church directories, and computer databases.

Oversee all church wide publicity and communication; including but not limited to, church -wide mailings, monthly newsletters, church website, bulletin boards and all official correspondence. Work with staff to produce all printed slides and ads.

Compile, verify and send payroll hours for all hourly church and CDC employees.

Coordinate with the ministry teams and volunteers to help implement and publicize all church wide activities and events. Serve as staff liaison for the Family Life Ministry Team and Decorations Ministry Team.

Do weekly shopping for Property Management supplies, Kitchen supplies, Sunday coffee bar, church office. Also responsible to pick-up items needed for special church events, holidays, baby dedications, deacon ordinations, etc.

Supervise Property Manager. Recruit, train and supervise any volunteer office staff

– Other 10 %

Fully support the vision, direction and leadership of the Church body, including but not limited to the Pastor, Associate Pastor, Ministry Staff and elected lay church leaders.

Perform other job-related duties as assigned by Pastor or Ministry Staff.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

8. Qualifications: A personal relationship with Christ. Good people and communication skills, outgoing and professional. The ability to keep confidences. Computer skills including but not limited to; Microsoft word, Power point, Excel and Publisher. Strong organizational and planning skills. Working knowledge of office management and past experience working with an office team. Typing skills. Willingness to adapt and learn new skills. Past work in a church office or environment is beneficial.

(R) High School Diploma or GED

(P) Bachelor's Degree

Vocational School or some college courses

Master's Degree

Associate's Degree, Trade or Technical School

Doctoral Degree

List specific examples of degree(s), area(s) of study, and/or licensure(s), denoting (R) if required or (P) if preferred

9. Authority:

Financial Authority

The Office Administrator is responsible for reasonable oversight of the office supplies and equipment budget and any additional office and material related line items. The Office Administrator will also have financial signature authority and be expected to issue check as necessary on the church's behalf. They will be issued a church credit card and they are responsible to code purchases. The Office Administrator will be responsible to make deposits on behalf of the church and will serve as the Official Church Clerk

10. Describe the impact of not carrying out or creating errors in the principal responsibilities of this position

The goals set forth in this job description as set forth by the Personnel Committee are in the best interest of the entire church body. The time allocations and the job duties prescribed are prioritized, time-restricted, realistic and achievable. Performance standards not achieved or neglected will result in the Office Administrator to be brought before the Personnel Committee and/or the Senior Pastor for review, disciplinary actions and/or termination

11. Time; Approximately 40 hours a week including but not limited to;

Monday – Friday

8:30-4:30

Occasionally this position will require additional hours outside of office hours for special church functions and events.

12. Supervisory Responsibility:

Job titles directly reporting to this position; Property Managers, office volunteers.

13. Reporting Relationships:

The Office Administrator reports directly to the Senior Pastor

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. The personnel committee of First Baptist Church of Blowing Rock reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

Approved by (Senior Pastor):	Approved by Personnel:	Employee Classification: Church Employee
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I have read, understand and agree to the goals, job duties and the consequences of not properly carrying out the job duties as stated the above listed job description:

Witness:

Signature of Witness _____

Name of Witness (Please Print) _____

Church Employee:

Signature of Church Employee _____

Name of Church Employee (Please Print) _____

Start Date;

Contract Addendum; As per the Personnel Policy Manual this position includes 2 weeks of vacation a year, 3 weeks after 5 years of service, 4 weeks after 10 years of service. For sick leave, flexible time and personal days policy see the Personnel Policy Manual.

Salary Range; \$35,000. – \$38,000. Depending on job experience and qualifications.