

Church Administrator

Reports to: Senior Pastor

Supervises: Business Administration, Communications, Events, HR, Facilities

Hours: Hourly, part time - 20 hours/week

The primary role of the Church Administrator is to oversee and direct all day-to-day operations and support systems of the church to support ministry. Major areas of responsibility include business and office management, ministry projects, computer systems & support, building and grounds, and overseeing most non-pastoral staff. Along with the Pastor, the Church Administrator ensures that the systems, practices, activities, and policies of the church responsibly and effectively carry out the objectives and vision established by the Elder Board. This requires a firm understanding of, and agreement with, the GCV vision and distinctives statement, core values and strategic objectives. Ideally, the Church Administrator will be a committed and active participant in the life of Gate City Vineyard Church. We see a possible progression from this role to an Executive Pastor according to ability and as the church grows, including potential increase in the areas of staff management, pastoral, and strategic responsibility.

Job Qualifications

- Demonstrates an active and mature walk with Christ, exemplified through a healthy and well-managed personal life, as well as a pursuit of Biblical truth.
- Possesses leadership skills. Able to delegate well and share responsibilities to facilitate a strong and healthy staff team.
- Is a team player with a servant's heart in regard to staff and church leadership.
- Communicates clearly – orally and in writing.
- Is attentive to detail, organized, and administratively gifted. Able to think clearly and creatively about church ministry as well as keep an office running smoothly.
- Exhibits proficient computer skills, including use of Microsoft Office and Excel. Will be trained on Realm, GCV's church management software by ACS.

Job Responsibilities

Church Operations and Office Management

Oversees all church operations and management of the church office. Sets operational goals and is responsible for achieving them. Seeks ways to increase efficiency and effectiveness.

- Coordinates and co-leads weekly staff meetings and other activities designed to clarify or execute GCV goals, objectives, and programs.
- Carries out correspondence such as making and responding to phone calls and emails, composing notes and letters. Answers phones and greets guests.
- Assists with conferences, workshops, retreats, and trips; arranges ministry-related travel plans
- Takes, organizes, and files staff meeting minutes. Files & organizes other important ministry documents and information.
- Orders and picks up food or other items for meetings or ministry-related events
- Orders supplies for ministries, office needs, and the building.
- Manages the church database by entering and updating information in Realm; keeping assigned classes/groups updated and performing other ACS tasks as related to specific position.
- Oversees training for all staff and church leaders on church-related systems.
- Attends meetings as required. Assists Pastor as needed.

Business Policies and Processes Implementation

Ensures that the church operates with utmost integrity and accountability, with respect to the law, the community, and church body. Designs policies/procedures to facilitate smooth and consistent operations.

- Coordinates human resources, staff time off and overtime. Updates and implements personnel policies in conjunction with Pastor and Board.
- Strives to increase operational efficiency and keeps the office up-to-date and trained on the latest technology. Responsible for maintaining and upgrading the church's information technology, including hardware, software, and the server network. (Or must have enough knowledge and comfort level with technology to work with outside contractors for our needs.)
- Responsible for handling all legal and liability concerns of the church. Maintains appropriate insurance coverages and necessary licenses to reduce potential risk. Ensures that the church is following all federal, state and local laws, including copyright law. Reviews and signs all contracts for the church as appropriate.
- Oversees regular reviews and updates of the church's Operations Manual and Employee Handbook (in process of being created)

Facilities and Property Oversight

Is the point person for all building needs and usage. Ensures cleanliness and good working order for the entire facility, and schedules usage accordingly.

- Oversees maintenance and renovation of the facilities and property to meet current and future needs. Responsible for maintaining and enhancing safety and security throughout the property.
- Keeps up with and manages facilities certificates and fire codes, including scheduling inspections.
- Finds quotes and schedules all vendors for servicing HVAC, lawn care, electricity, internet, doing pest control, etc.
- Is the point person for all building rentals at GCV, collecting rent, answering renters' concerns, and communicating our concerns to them. A non-profit organization leases the back portion of our building and two churches sublease our church space during the week for services.
- Reserves needed resources and building space for church ministry events, meetings, etc. through the church calendar. Monitors facility usage and approves third party use.
- Coordinates cleaning and upkeep of facility and grounds. Oversees janitorial staff.

Communications and Ministry Coordination

Is the outward facing coordinator for the church and all its communications. Also assists the Pastor in coordinating needs for church-wide ministry events and activities.

- Oversees the church's communications plan, including the website, Realm, podcasts, social media, and branding/creative design.
- Creates or approves graphics as needed for events, promotions, and announcements for slides, web, social media, posters, etc. Oversees and works with our social media staff person.
- Seeks creative ways to enhance publicity for the church through advertising, social media, new move-in flyers and other tools.
- Manages and oversees the website, making minor updates to the website to reflect new events, groups, calendars, etc.
- Assists pastor with planning and execution of church-wide events, including publicity, set-up, and food. Coordinates childcare for ministry events as needed when not done by Children's Minister.
- Assists with funeral services and receptions as needed
- Does Grocery Giveaway administration: logging registrations, ordering food, creating monthly service report, doing food bank system update, paying invoices, scheduling Monday pickup.
- Other duties as needed or assigned by the Pastor and Elder Board