



February 28, 2017

Part-Time Church Administrator
Job Description

Objective:

To facilitate the ministry and operation of First Baptist Church, Inc by having the major responsibility in administering the church facility and finances.

Relationships:

The Church Administrator will be responsible to the Senior Minister and work under his/her supervision. He/she will be responsible for the administration of the church office and supervision of the church office and custodial staff.

Framework:

The Church Administrator is a half-time position (approximately 20 hours per week) with flexible office hours. Routinely, the Administrator will plan weekly office hours in coordination with the ministers and Financial Secretary to ensure that the office is covered and to best meet the needs of the church. The position will also require attendance at meetings of the Finance, Building & Grounds, Budget Planning, and Endowment Committees as well as the Diaconate and the Membership (business meetings).

Extended Description of Expectations:

- Oversee operations and maintenance of the church office and facilities.
- Oversee and direct the church office staff and custodial



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- personnel.
- Oversee the church financial operation in coordination with the Financial Secretary, Church Treasurer, and Finance Committee
 - Serve as Church liaison to the Director of the Martha Best Children's Center
 - Serve as the staff person concerned with:
 - Building and Grounds Issues
 - Scheduling the use of Church facilities by member and non-member organizations
 - Locating qualified candidates for non-ministerial staff positions, utilizing input from the Ministerial staff, and making hiring recommendations to the Senior Minister and the Personnel Committee
 - Initiating budget requests for departments and organizations to the Finance and Budget Committees
 - Assisting the office staff in preparing the church newsletter
 - Other duties as assigned