



Hillside Community Church

Ministry Description

MINISTRY TITLE: Church Administrator

DATE: 8-2014

Hillside Church's Vision Statement: Hillside will strive to become a community where the Kingdom of God is real and visible in every aspect of our lives.

Ministry Purpose: The Church Administrator will work with Council, Staff, and other Committees to administrate the business of the church and to help guide, direct and manage the critical functions to meet the church's long-term goals.

Description and Responsibilities: The Church Administrator reports directly to the Senior Pastor and will be responsible for the following areas, as well as other tasks as assigned by the Council and/or the Senior Pastor:

LEADERSHIP & SUPERVISION

1. Attends Council as a non-voting member to report on status of all areas of responsibility and to receive direction in those areas. Serves as a member of the Council Advisory Team.
2. Teams with the Senior Pastor to guide, direct and manage the critical functions of the church to meet the long-term goals of the church.
3. Serves as a member of the Leadership Support Team to provide support and visioning.
4. Monitors annual nominating cycles so that nominations are made in a timely fashion for all offices of the church.
5. Coordinates planning and execution of the New Leader Orientation.
6. Attends and participates in staff meetings.

FINANCE & HUMAN RESOURCES

1. Oversees the hiring process for all staff.
2. Supervises Hillside employees within the guidelines of the Christian Reformed Church polity.
3. Ensures appropriate job descriptions are in place for each position in the church. Evaluates and revises job descriptions as needed.
4. Monitors the performance of all personnel and coordinates the job performance evaluations annually.
5. Develops employment policies and procedures.
6. Develops compensation plans in cooperation with the Personnel Team.
7. On boards new employees in the area of human resources and policies.
8. Maintains personnel files.
9. Responsible for payroll.
10. Facilitates annual planning and budget process to ensure that Council and all teams have measurable goals in place and provides the means for tracking progress.
11. Recruits, trains, and encourages the Counting Teams.
12. Works with the Youth Sponsorship Team to process support requests.

13. Provides oversight and direction to the Finance Team.
14. Initiates budgeting process, compiles data, creates Ministry Plan booklet, and presents budget to the Council and congregation for approval.
15. Controls all spending and ensures that spending stays within the budget.
16. Tracks debt reduction and new facility drives as approved by Council.
17. Signs and reviews checks for all payable items in coordination with the Accounting Clerk.
18. Coordinates Electronic Funds Transfers.

COMMUNICATION & IT

1. Works with Communication Coordinator and Staff to provide timely and accurate communication with the congregation.
2. Responsible for electronic media such as the electronic sign, website, and weekly e-connection.
3. Coordinates the work of the Tech Team to support the servers, computers, and other technology.
4. Manages daily computer issues and is responsible for electronic door system, camera system, and phone system.

FACILITIES & BUILDING AND GROUNDS

1. Building and Grounds Team
 - a. Oversees rental agreements of the church.
 - b. Serves as a liaison between Building and Grounds team and staff.
2. Facilities Team
 - a. Works with team to manage budgeted renovation projects and explore building needs.

- Qualifications:**
1. Possess a personal belief in the Lord Jesus Christ as Savior.
 2. Be in agreement with Hillside's stated mission and goals.
 3. Minimum 5 years of supervisory experience in a similar environment. College degree preferred.

Skills, Knowledge & Abilities:

Skill in: planning, organizing, delegating, and supervising; evaluating effectiveness of existing methods and procedures; operating a variety of office equipment and computer programs.

Knowledge of: organizational policies, procedures and systems; computer systems and applications; business office processes, including general accounting principles; able to prepare effective and understandable documents and correspondence.

Time required: 40 hours per week on average.

Compensation: The job will be compensated according to the educational background and experience of the person. Wage is to be determined each year according to the staff person's annual performance review. Eligible benefits outlined in benefit addendum.