



# Church Administrator

## JOB DESCRIPTION

### SUMMARY

The role of the Church Administrator is to assist the Executive Pastor and the elders of the church in helping oversee the administrative workload of the church. This role requires a strong understanding of how to implement and execute a plan, as well as the ability to creatively think through ways of leveraging volunteers, systems, processes, and structures to see the church grow and flourish.

### JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES:

#### Office Administration

- Manage benefits for all church staff and work with XP in HR duties
- Confirm all donations, invoices, and payments are being processed in a timely manner and sent to accounting
- Manage finance record archiving, including digital and file storage
- Oversee contracts with office vendors (copiers, bank, etc.) and coordinate maintenance and purchasing of IT equipment and office supplies
- Answer phones, general e-mail inboxes, and assist people visiting the church office
- Serve as front desk support for daily office function, including caring for office spaces, managing office supplies, and running errands
- Provide general staff support for smooth office functioning

#### Executive Administration

- Build systems and structures to help grow our discipleship pathways in our church
- Assist the XP in creating reports for elder meetings, member meetings, staff meetings, etc.
- Oversee the distribution of giving statements, and other church-wide reporting as needed
- Assist the Executive Pastor in coordinating and managing his schedule, calendar, inbox, and communications
- Project manage a wide range of church-wide goals to help see them to completion
- Help coordinate and work with our team of deacons in supporting our various ministries, church-planting efforts, and global partnerships.
- Help with research and writing memorandums on various topics
- Additional scope TBD as projects and needs arise

### QUALIFICATIONS/SKILLS:

- Be aligned with DCC's Statement of Faith and commit to exhibit a lifestyle that is consistent with the same
- Fulfill the responsibilities of DCC members as outlined in the membership covenant
- Fulfill the character qualifications of a deacon/deaconess as taught in the Scriptures (1 Tim 3:8-13)
- Be a humble servant leader who has a desire to work hard and be flexible in a team atmosphere

- Be detail oriented, with a focus on helping bring organizational clarity to DCC's ministries
- Have the ability to learn new skills and adapt to a fast-paced, continually evolving work environment as the church grows
- Have an aesthetic eye for detail, and ability to copywrite and copyedit documents
- Be a self-starter and team player with the ability to manage teams and volunteers
- Proficient in Excel, Google apps, documents, spreadsheets, ChMS, and other administrative software.
- 3+ years of administrative experience preferred.

**DETAILS:**

**Full Time:** Approximately 45 hours/week

**Schedule:** Typically Sunday through Thursday, or Monday through Friday (notwithstanding special events/trainings)

**Vacation:** 10 days floating vacation with one-week additional vacation between Christmas and New Years + 5 personal days

**Salary:** TBD. Depends on skill and experience.

**Other Benefits:** Full Medical/Dental/Disability/Retirement