



Position Title: **Administrator**

(updated: August 2019)

Description: The Church Administrator position exists to provide consistency in daily business operations and to uphold the broader mission of Emmanuel. As the top position in the Emmanuel office system, the Administrator is responsible for overseeing various aspects of church business related to finance, facility maintenance, lease agreements, and coordination with building tenants. This role requires an individual who is confident, self-motivated, task-oriented, reliable, and easily connects with others with an authentic relational style. By working in close connection with various members of the Emmanuel team, the Administrator will play an integral part in maintaining the quality of work at Emmanuel and the professionalism of the organization. Since Emmanuel is a small church with relatively few staff members, it is expected that the individual in this position will be comfortable working independently and will be flexible and willing to jump-in to new projects with a cheerful and generous spirit, contributing to a positive culture of joyful servant leadership.

Reports to: Senior Pastor / Emmanuel Leadership Team

Areas of Responsibility and Specific Duties:

- *Independent Administrative Work (50%)*
 - Maintain regular communication with all tenants of the Emmanuel building, including monthly check-ins with the staff of tenant organizations, responsiveness to emerging tenant needs, and responsibility for managing the lease-writing and enforcement process for new or renewing tenants.
 - Coordinate with Janitorial vendor and manage expectations for weekly cleaning of the facility.
 - Oversee daily financial operations and recordkeeping; serve as primary contact and manager for the contracted Book Keeping vendor; act as a member of the church Finance Team for setting long-term budget goals.
 - Ensure compliance with all city, state, and federal codes and reporting requirements for facility and personnel.
 - Manage procurement and payment for all building utilities and periodic building systems maintenance.
- *Meetings and Coordination (20%)*
 - Participate as a non-voting member of the Leadership Team (board of trustees), attending the LT meeting that normally takes place every-other Thursday evening from 7-9pm (time subject to change).
 - Weekly Emmanuel staff meeting (1hr); personal check-in & report on church operations/projects.
 - Bi-weekly meeting with Facilities Manager (1hr); delegate or collaborate on facility maintenance tasks.
 - Bi-weekly meeting with Senior Pastor (1hr) for personal check-in and project planning.
 - Brief check-in meeting with church staff prior to worship service on Sunday mornings.
 - Create processes and work environment to support Leadership Team and staff objectives.
- *Facilities Management Special Projects (20%)*
 - Coordinate with Facilities Manager to prioritize and allocate resources to building maintenance and enhancement. Collaborate with Facilities Manager to complete maintenance and upgrade projects.
- *Other tasks as assigned, with willingness to jump-in to special projects that promote the mission and witness of Emmanuel (10%)*

Requirements and Skills:

Characteristics: Self-starting, organized, reliable, task-oriented, ability to delegate, networking-minded, relationally hospitable

Required Skills: Basic Microsoft Office skills, writing proficiency, clear interpersonal communication

Preferred Skills: Advanced Microsoft Office skills, Quickbooks skills, previous managerial or financial experience

Experience: previous administrative or business experience expected

Compensation: \$32,000 per year + full cost of health insurance policy (procured through Covenant denomination's insurance vendor)

Time Frame: 25 hours per week, year-round. Regular office hours can be negotiated with Senior Pastor. Because of the inherently relational nature of this position, the Administrator is expected to participate as a fully-engaged member of the Emmanuel church congregation, attending at least 75% of Sunday worship services (included in the estimated weekly time commitment).

Church Administrator - Additional Tasks and Expectations

Financial Management:

- Oversees the receipt, deposit and disbursement of all church funds
- Administers church payroll and bill payment in conjunction with the Bookkeeping vendor
- Oversees a financial record system for the church and directs its operations in conjunction with the Treasurer
- Prepares and submits monthly financial reports to the Leadership Team and quarterly reports to Congregation
- Maintains proper cash flow control to meet obligations
- Works with the Leadership Team and Finance Team to prepare an annual budget for approval of Congregation
- Schedules and works with annual financial reviewers or auditors
- Ensures all tax reports are promptly paid and timely filed, in conjunction with the Bookkeeping vendor

Personnel Management:

- Develops and administers the personnel and hiring policies and procedures of the church
- Maintains personnel records
- Assists in the management and performance evaluation for Facilities Manager, in conjunction with the Sr. Pastor
- Periodically reviews wage and salary structures, professional development and training, personnel practices and benefits, and makes professional recommendations to the Leadership Team
- Ensures the church's compliance with federal and state labor laws

Property Management:

- Directs church's maintenance program by hiring/supervising Janitorial vendors, volunteers, and outside contractors (collaborating with Facilities Manager as needed)
- Sets up and manages rental agreements and payment process for building tenants, including church main building and parsonage house on N. 50th St.
- Responds to all requests for maintenance or repairs in a timely manner, delegating to Facilities Manager as needed
- Develops and administers policies and procedures concerning the use of all church facilities, in conjunction with the Leadership Team and church staff
- Oversees security, technology, and computer maintenance programs for the church
- Periodically evaluates the insurance needs of the church and works with Leadership Team and insurance vendors to secure adequate coverage

General:

- Obtains advice on legal, business, and tax matters for the Leadership Team and pastor
- Serves as the Emmanuel office manager, including ordering of office and janitorial supplies
- Assists with training for sound system and projection volunteers
- Communicates regularly with congregation through production of weekly e-newsletter
- Participates in at least 75% of Sunday services at Emmanuel, building relationships and helping the process run smoothly as a full team player

Anticipated starting date: November 2019.

For more information about Emmanuel and our denomination (The Evangelical Covenant Church), visit emmanuelphinneyridge.org. Please send letters of inquiry to bob@emmanuelphinneyridge.org.