

Church Business Administrator

Principal Function:

The Church Business Administrator is responsible to the [Senior] Pastor for providing leadership in administration and business practices, as the Church may require

Responsibilities:

1. Lead the Church in planning, conducting, and evaluating a comprehensive plan of business operation for the Church.
2. Serve as purchasing agent for the Church .
3. Give general direction to the week-day operation of the Church Office; supervise ministry assistants, administrative assistants and others secretarial- clerical workers as assigned.
4. Direct the maintenance program of the Church; work with the appropriate committee/team to establish a maintenance schedule and a housekeeping schedule.
5. Direct the food service ministry of the Church ; supervise the Manager of Food Service and Church Hostess.
6. Work with the Stewardship Committee in promoting the annual stewardship emphasis of the congregation. Promote a year round stewardship emphasis.
7. Establish a financial record system for the Church and direct its operation.
8. Work with the Minister of Education , the Property and Space Committee and architects on projecting and evaluating need for additional buildings.
9. Work with the leaders of church organizations and age divisions to assign classrooms and church facilities for special activities.
10. Evaluate periodically the insurance needs of the Church, in cooperation with the insurance committee/team.
11. Maintain an inventory of church property and equipment.
12. Periodically review wage and salary structures, personnel practices and benefits, and make recommendations to the Personnel Committee.
13. Plan and produce general church publicity and promotion materials.
14. Perform other duties as assigned by the [Senior] Pastor.