

## **Church Administrator Job Description**

**Reports to:** Senior Pastor or his designate

### **General Responsibility:**

The Church Administrator (CA) is accountable for directing the smooth and efficient business operations of the church office in supporting our pastoral and lay ministries in achieving the church's mission, vision, strategic plan, and ongoing operational goals and objectives through effective administrative, finance, and ancillary office functions. The CA leads a team of administrative staff ("Administrative Team") to provide timely routine and non-routine administrative support to the Pastoral team, Board of Directors, Congregation Leadership/ Ministry Teams, and Resource Committees. The Administrative Team together serves as the church's front-line public relations, communication and information hub for the church community and any external parties with whom the church interacts.

### **Specific Responsibilities:**

- Supervises and directs the Administrative Team comprising currently of the Administrative Assistants, Multimedia and A/V Associate, and Custodian, on all assigned areas of business operations of the church. These areas include but are not limited to secretarial and administrative assistance, finance and records management, church facility (including parking lots and adjacent houses) and equipment cleaning, maintenance and security, technology updates, liaison services with members and external parties, and any ancillary office functions, as assigned from time to time.
- Assists Pastoral staff in all areas of administration and communication with priority to the Senior Pastor or his designate.
- Reviews and evaluates Administrative Team staff performance and development relating to their core and any new assignments.
- Maintains confidential personnel files and keeps vacation records.
- Ensures that church equipment is operational and secured, and office and ministry supplies are sufficient for church use.
- Evaluates workflow of Administrative Team staff to anticipate and meet changing priorities and needs of the leadership.
- Works with appropriate church committees in the coordination and management of general facility repairs and maintenance, health and safety provisions and protocols, and to lead administrative response in urgent or emergency situations.
- Works with Finance Committee in the annual renewal of all insurance policies and required operational business licenses, and ensures timely compliance with any annual government filings and payments.
- Communicates and ensures adherence of all church policies and procedures by all church members, attendees and visitors.
- Ensures the communication of important church events and important reminders to church members.
- Liaises with external entities relating to the operations of the church in support of the Pastoral team, Board of Directors, Congregation Leadership teams and Committees. External parties include but are not limited to vendors, contractors, and service providers in support of ministry team and resource committees
- Proposes and manages the annual Administration Team budget.

**Requirements:**

- Must be currently a member of the Church in good standing or be willing to become a member of the Church upon successful completion of evaluation period.
- Fluency in written and spoken English and Chinese (Cantonese required with at least conversational Mandarin as a minimum).
- Excellent communication and interpersonal skills
- Knowledge of privacy laws and its implications to church functions
- Proficiency in computers and various standard office software applications (primarily Microsoft Office, Google Suite and those come into regular use)
- Knowledge and experience in working with current digital content and media platforms
- Knowledge in accounting, banking, and insurance renewal processes.
- Excellent administrative and coaching skills in overseeing a team
- Ability to work under pressure with tight constraints of time and budget
- Proven demonstration of taking self-initiatives.
- Commitment to personal professional development & continuing education on a regular basis
- Willing to work flexible hours in order to support ministry teams on occasional evenings and weekends