

Vancouver Chinese Baptist Church
JOB DESCRIPTION

Church Administrator

Role:

The Church Administrator (CA) oversees the operations of the Church Office in supporting the pastoral and lay ministries in achieving the church's mission, vision, strategic plan, and ongoing operational goals and objectives.

Reports to: Senior Pastor or his designate

General Responsibility:

The CA leads a team of administrative staff ("Administrative Team") to provide effective administrative, finance, and ancillary office support to the Pastoral Team, Board of Directors, Congregation Leadership Teams, and Resource Committees. The CA also ensures that the Administrative Team 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, currently comprising Administrative Assistants, Audio-Visual Associates, and Custodian, on assigned areas of business operations of the church.
- Ensures that the Administrative Team's assigned areas of business operations, which include, but are not limited to, secretarial and administrative assistance, finance and human resources, records management, church facility maintenance and security, space and on-line meeting (eg. Zoom) booking, technology updates, in-person and live streaming of worship services, website updating, liaison services with members and external parties, are conducted effectively and efficiently.
- Ensures the church office observes the objectives and requirements of church constitution and by-laws, and church adopted policies and guidelines.
- Draws up and reviews office procedures for the Administrative Team.
- Reviews and evaluates staff performance and development of the Administrative Team.
- Maintains confidential human resources files and records.
- Coordinates and distributes the agenda, minutes and other materials for Annual General Meetings and Members Business Meetings on the instruction of the Board of Directors and in accordance with the church by-laws.
- Works with church departments and committees in the coordination and management of general facility repairs and maintenance, health and safety provisions and protocols, payroll and staff benefits, and administrative response in urgent or emergency situations.
- Works with Finance Committee in the annual renewal of insurance policies and operational business licenses; and ensures timely compliance with any annual government filings and payments.

- Proposes and manages the annual church office budget.
- Ensures efficient communication of church events and news to church members through bulletins, websites and other digital platforms as appropriate.
- Communicates and ensures the adherence to church policies and procedures by church members, attendees and visitors.
- Liaises with external entities 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.
- Liaises with Canadian National Baptist Convention (CNBC) in the submission of Annual Church Performance for our church, a cooperating Baptist church of the convention.

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 management 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 and continuing education on a regular basis.
- Willing to work flexible hours to support ministry teams on occasional evenings and weekends.