

## **Title: Director of Administration**

September 2<sup>nd</sup>, 2021

**Role:** To assist the Lead Pastor and his staff in operations and administrative tasks that involve the overseeing of staff and church function under the leadership and guidance of the Lead Pastor. By developing lines of clear communication and organization through systems and processes, this job will coordinate all areas in the church by serving our Pastor, staff and people in coordinating, communicating and bringing clarity to the many areas involved in bringing the mission, vision and planning of the church to a place of implementation.

**The Administrator will be the primary link in planning for and bringing about communication of operational activity to the staff from the Lead Pastor.** This includes but is not limited to financial updates, special projects, capital campaigns, job postings and descriptions, etc. This position must have expertise in administration and operational duties, as well as excellent management skills and the ability to oversee teams of people.

### **Outcomes:**

As a result of this position the following will occur:

### **Pastor Support:**

Pastor will have more time to prepare for the sermon series and vision/strategy by delegating daily operations details of the staff and directors to the administrator. The Lead Pastor will meet with staff and directors primarily for purposes of relationship building, encouragement and long-range planning. The administrator will be responsible then to relay information from the senior pastor to the directors and staff in those areas that do not involve Director and all Staff meetings led by the Lead Pastor. The Administrator will meet weekly with the Lead pastor in order to assist in all areas of the church organization so that the Senior Pastor can focus on his ministry. The Administrator will prepare meetings for the Senior Pastor by creating meeting agendas and having follow-up conversations about next steps and necessary plans of action. He or she will help facilitate hiring, building job descriptions and advise regarding dismissal of staff, decisions, communication, strategy and preparation for interviewing process. Attending weekly meetings including; staff, directors, teaching team, board and executive committee will be a regular part of the Administrator's responsibilities. This position will support the Senior Pastor in the accomplishment of the church's mission through implementation for ministry effectiveness, assisting in staff evaluation, demonstrating discernment in decision making, planning and overall direction of the church staff. This position will be a filter and funnel from the Lead Pastor to the church, staff, board, outside entities and anyone else he wants to meet with. Since the Lead Pastor must have limited access from the congregation at times in terms of availability, the Administrator will advise the Pastors assistant in this regard.

### **Communication:**

Processes will be put in place that assist the pastor with organizational planning and communication between the Directors, the Staff, The Church Board and lay volunteers in our church. The Administrator will assist in connecting the various Ministries across the church so that people within our various ministries feel connected and supported. The Administrator will manage the oversight of planning for major events, project implementation and co-ordination

among and between all entities in the church so that the Director of Communications is made aware of upcoming focus points of communication.

The Administrator will work with the office staff and office administrator to assure that office and the physical facilities and schedule with the community are functioning well. They will help facilitate communication as needed to the Communications Team as well as Sunday morning worship team for worship services to maintain effective communication to all areas of the church body and beyond. This includes communication with ministry areas, missions, prayer moments, special emphasis focus, special events, etc. The Director of Administration must be able to communicate effectively through verbal and written means, as well as small and large settings, one on one, and through intense or conflicting situations. We have others on our team who handle communications so many of these areas of mention become oversight in nature.

### **Finance and Budgeting**

The Director of Administration will, with the advice and assistance of the chief financial operator prepare for annual budgeting at all levels. Preparation of budget documents, communication and approval of the budget for the Lead Pastor will be implemented by the Administrator. In daily operations the Administrator will assist staff with finding resources needed for ministry implementation, assist in finance oversight of all special projects in communication with the Lead Pastor and give oversight to the monitoring of ministry expenditures, expenses, spending and cash flow for areas ***assigned by the Lead Pastor*** for areas such as but not limited to: special projects, spending over-runs, building maintenance, staff salaries, etc.

### **Planning Implementation**

Special projects and long-range planning will be assigned to oversight of the administrator by the senior pastor. Board members, Executive Committee, Directors, and key leaders will often be involved in the administrator's daily communication and implementation tasks that are assigned by the Lead Pastor. Drafting of initial job descriptions for new staff members, orientation, finding of office space, monitoring office hours and vacation will fall under the responsibilities of the Administrator. The Director of Administration is the point person of communication of all parties involved in project management. This position will work closely in coordinating committees on behalf of the lead pastor and may be asked to lead committees as requested such as; Finance, Capital Campaign, Master Plan, church planning and extension campus details, etc. as needed or to represent the Lead Pastor.

### **Building Supervisor**

This position will oversee all the operations of the church building including: contracts with outside groups, ministry events, staff schedules, and Sunday services. They will help assure the proper implementation, organization, execution and evaluation of promotional events such as the fall kickoff, special services, funerals, weddings, dinners, and holidays. The Director of Administration will familiarize themselves with the operations of the church building and physical plant. They will give oversight to those who will be available to outside groups or visitors who are in need of information about the church's availability for rent or use. They will communicate with the Lead Pastor areas of policy that need to be updated or implemented regarding the physical plant. This position will oversight to ensure the maintenance of records on a variety of details

including insurance, vans, trailers, taxes, government requirements, upgrades, upkeep of equipment, etc.

### **Office Operations**

This position will oversee our database management system called ***Planning Center*** which includes people, calendar, giving, groups, event registration, and worship services. They will assure the oversight of timely filing of reports to the denomination and government entities. The Administrator will write up the board reports along with any district forms and paperwork needed. This position will maintain record of all church materials and archive important information for documentation or recall. This position is to be flexible and available for staff, guests, maintenance, lay, leadership, etc. to answer questions, help problem-solve, and assist in multiple capacities.

This is the point person for giving oversight to all questions regarding the church, events being held, concerns, or delegating specific tasks. The Director of Administration will have authority to make informed decisions that are best for the people and the church. This position will be responsible for keeping the church staffed, phones answered, supplies stocked, equipment working, and offering assistance to staff members and guests as they are in the building.

### **Staff Relations**

The Administrator will oversee the office staff including finance, office assistants, communication, building & grounds, and pastoral assistants and interns on behalf of the Lead Pastor. They will help create staff goals as a whole along with individual goals for growth for each staff member with the personnel director and under the direction of the Lead Pastor and Executive Committee. They will be the liaison between the Directors, staff, interns and volunteers. The Administrator will advise the Lead Pastor and the Director of Personnel and when requested, the executive committee regarding compensation, performance of objectives for ministry and assigning of performance merit for outstanding work. This person must have the proven capacity to manage individuals and teams successfully while operating effectively the spiritual gifts of encouragement, leadership, and administration.

### **The Pastor would say when asked:**

*"I love working with the Director of Administration. I am free to do the things I love and need to be doing...preaching, praying, equipping, planning and meeting with key leaders/influencers. With our growing staff and church it's crazy but I feel more connected and in touch than ever before and those around me do too. The internal process of our church has never been more organized and communication so excellent! Our staff and board are well informed and feel connected to our ministries and myself. Our church has a clear idea of our mission, vision and values and can articulate well their place in EagleNaz as a "Community of Christ Followers who Love God and Love others."*

### **Compensation:**

Vacation and Compensation are based on experience and upon the scale and norms used for ministry in the church.

