

Sparks Seventh-day Adventist Church
Job Description: Church Administrator

Qualifications:

The role and function that the Sparks Seventh-day Adventist Administrator plays, in the overall day to day management and operation of all its functions is a unique and important one.

The church administrator effectively is the operations or office manager of the facility and oversees the day to day administrative functions that impact the church from within as well as support its programs and services outside.

The church administrator is the person who forms the direct link between the church and the local community and as such, must be a person who is adept in knowing how to handle complex situations as and when they arise.

The church administrator is required to conduct themselves in a manner that pleases God and brings honor to His church.

The church administrator must be a member in good standing and in regards to dress and deportment must conduct his/herself in line with the teachings and standards of the Bible and Seventh-day Adventist Church.

Church Management and Reporting Structure:

The church administrator reports directly to the senior pastor and/or first elder and is expected when needed to work closely with the church clerk and treasurer. He/she is expected to work well with the church board and other ministry leaders.

Personal and Professional Skills:

The person must be well groomed, personable, professional and efficient; must be willing to take charge and function under pressure with little or no supervision. Confidentiality is a major requirement and any breach of that will result in removal from that office.

Reliability and accountability are of paramount importance as the person may be called upon to be ready to address any unexpected concerns that might arise.

The administrator must be well organized and possess good people skills.

Other skills include proficiency with Microsoft Office Suites (Word, Excel, Powerpoint, Outlook, Access) and the internet, excellent communication and interpersonal skills, detail-oriented, excellent customer service skills, ability to maintain confidential information.

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Job Description: Church Administrator – Part 2.

Other responsibilities include:

1. Weekly Church Bulletin & Announcements & Other Flyers
2. Duties requested by Pastor, Head Elder, or Treasurer
3. Order Supplies
 - a. Office: Pastor, Treasurer, Administrative Assistant etc...
 - b. Photocopier toner & paper
 - c. Miscellaneous
4. Event Coordinator
 - a. Memorial Service Obituary
 - b. Assist with church programs: socials, youth events, visiting groups, guest speakers, etc...
5. Community Service Liaison
 - a. Distributing gift cards
 - b. Completing community assistance forms
6. Annual Duties
 - a. Coordinating with Simplex Grinnell for Fire Extinguisher Servicing
 - b. Coordinating with Burgarello for Fire Alarm and Sprinkler System Testing & Servicing
7. Bi-Annual Duties
 - a. Coordinating with RHP (Ray Heating & Plumbing) for Heating and Air Conditioning Servicing
 - b. Coordinating with Tom Johnson for Piano Tuning

Length of Service:

The church administrator like any other officer shall serve the local church for the same designated amount of time that constitutes a term; unless asked to continue beyond that term by recommendation of the church board and upon final ratification by the church body.

When there is a vacancy the church board shall constitute itself as a nominating committee and shall seek to fill the position. Upon selection of a suitable candidate the church board shall make recommendation to the church body for its final acceptance and vote.