JOB DESCRIPTION

[ ] New [ ] Revised [ ] Full Time [ ] Part Time [ ] Exempt [ ] Non-Exempt Date Prepared: 1/10/2019

Employee: [ ]
Department: Operations
Job Title: Church Administrator
Supervisor: CAO

Purpose of the Job:
The Church Administrator is responsible for assisting in the leadership of the specified campus, ensure all worship experiences are executed with excellence, serve as administrative point of contact for volunteers, and manage the operations of Change Church. This position is responsible for the effective administration of the Westampton campus, including effective utilization of all standard operating systems, policies, and processes.

Competencies Required:
- Must be able to implement the vision for our administration systems into a specific campus.
- Must have the ability to manage multiple projects at once.
- Excellent verbal and interpersonal skills.
- Proficiency in Microsoft Office software.
- Ability to learn and use Church Community Builders (CCB) software.
- Ability to learn and use Planning Center Online software.
- Ability to learn and use Church Metrics software.

Essential Functions and Responsibilities:

CAMPUS ADMINISTRATION
- Serves as primary administrative point of contact for Change Church Westampton.
- Assist Campus Pastor to ensure the Lead Pastor’s vision for facility usage, improvements, and setups is implemented to ensure building is breathtaking at all times.
- Submit all purchase requests for the campus, make approved purchases, and upload receipts to the purchase request system.
- Provide weekly status updates on facility operations, worship gatherings (GROW report), events, and groups.
- Manage and maintain the campus facility calendar.
- Ensure facility rental, wedding, and, funeral processes are managed in an excellent way.
- Implements procedures for handling inventory of all supplies (Admin, Ministry, Facilities).
- Ensures effective communication with Dream team regarding scheduling for meetings, events, and worship.
- Responsible for scheduling script managers to ensure that worship script is covered and executed for all worship services and events.
- Assist Campus Pastor with fielding calls and resolving membership requests, complaints, or concerns.
○ Administer church-adopted administrative policies and procedures to achieve the goals of the church.
○ Serve as the event coordinator for campus operations (ordering items, communicating with volunteers, completing checklists, etc.).

ADMINISTRATIVE LIASION TO TEAMS
○ Ensure all correspondence is prepared, distributed to, and received from ministry leaders.
○ Ensure team order requests are processed and supplied weekly. (i.e. Connect cards, welcome supplies, offering envelopes, printing requests etc.).
○ Oversight of new member assimilation to include, but not limited to, data entry, ensuring first touch calls are made, sending out new member letters or text messages, etc.
○ Serve as point of contact for bookstore and member services.
○ Assist in preparing materials for Change Track graduation, Dream Team Draft, Dream Night, and other ministry events.
○ Assist in preparing materials for Baptism, Communion, and Baby Dedication.

OPERATIONS SUPPORT
○ Manage vendor relationships and serve as the liaison for NJ vendors.
○ Coordination of various taskforce operations within the church.
○ Oversee maintenance and repair for all office equipment.
○ Maintains all insurance policies associated with the church and maintains inventory of all church property including vehicles and equipment.
○ Administration and oversight of buildings and grounds.

General Duties
• Commit to pray for the first family, leadership, and membership of Change Church.
• Lead in generosity to the church through consistent giving of tithe and offerings.
• Serve in excellence by being early and prepared for all scheduled meetings.
• Establish and foster an exemplary relationship with staff/non-staff workers, church membership, and the community at large.
• Champion, support, and advocate for the vision of the church.
• Demonstrate a servant’s heart by having a willingness to perform other duties as needs may arise.

Character Traits:
• Must embody our H7 Core Values.
• Must be organized, strategic thinker, and problem solver.
• Must have people skills.
• High capacity multi-task individual comfortable working independently without constant supervision.
• Strong written/oral communication and interpersonal skills.
• Highly self-motivated and directed.
• Ability to effectively prioritize and execute tasks in a high-pressure environment.
Extent of Public Contact:
- Daily contact with members, guests, and vendors
- Change Pastors and staff members.