

# CHANGE

## JOB DESCRIPTION

**Employee:**

**Job Title:** Westampton Admin

**Department:** Ministries

**Reports To:** Westampton Location Lead

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### **Purpose of the Job:**

The Church Administrator is responsible for assisting in the leadership of the Westampton location, ensuring all worship and special events 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 location, including effective utilization of all standard operating systems, policies, and processes.

### **Core Competencies**

- Organized, strategic, and administrative with the ability to execute the vision for events at their location.

### **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.

### **Essential Functions and Responsibilities:**

- Serves as primary administrative point of contact for Westampton location
- Assist Location Leader 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 Location Leader 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 location which includes planning and execution.
- Serve as liaison to the events volunteers.
- Responsibility for hospitality for location and during special events, provide assistance to executive assistants with special events hospitality coordination and execution.
- Project manages church wide events timeline.
- Responsible for managing the location on site and online merchandise store.

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## **ADMINISTRATIVE LIAISON**

- 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.
- Responsible for the administration function of the care department.
- Responsible for CCB management on a location level.
- Serve as a point of contact for member services.
- Assist in preparing materials for ministry events.
- Assist in preparing materials for Baptism, Communion, and Baby Dedication.
- Manage vendor relationships and serve as the liaison for NJ vendors.

### **Extent of Public Contact:**

- Daily contact with members, guests, and vendors
- Change Pastors and staff members.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Report's Signature: \_\_\_\_\_ Date: \_\_\_\_\_