



CHURCH ADMINISTRATOR

Ministry Description
Ardmore Baptist Church
Winston-Salem, North Carolina

Primary Ministry Area: Administration and Support

Ministry Description

This position focuses specifically on areas of administration and support for the congregation.

Responsibilities

1. Serve as office manager coordinating the work of all administrative and support personnel.
2. Serve as the resource leader and coordinate the work of the Administration and Support Ministry Area Leadership Team
3. Manage general office operations, budget and financial records, properties, information technology and insurance.
4. Serve as staff resource for Budget/Finance Committee in preparing and promoting the annual budget and development of planned giving.
5. Coordinate stewardship program with stewardship team.
6. Serve as staff resource for Properties Committee and Safety Committee, working closely in planning and overseeing facility needs including insurance, security, grounds, computer, heating/cooling.
7. Serve as staff resource for Communications Committee in formulating a communications plan, managing channels of communication, and communicating church events and messages to internal and external audiences.
8. Serve as staff resource for Transportation Committee, making recommendations for bus maintenance, repairs, insurance, purchases, and budgeting.
9. Maintain and communicate master church calendar with ministerial and administrative personnel.
10. Advise the Leadership Committee in the enlistment of committees/teams related to Administration and Support.
11. Work with the corporate officers in administering the legal and corporate matters of the church.
12. Develop and implement human resources policies in coordination with Personnel Council.
13. Coordinate the work of the custodial/maintenance staff with Maintenance Supervisor.
14. Coordinate work of Ardmore Express shuttle drivers.

15. Administer Columbarium: records, reservations, opening, closing, expansion.

Staff Team Responsibilities:

1. Work closely with the pastor and staff members to help the church fulfill its overall mission.
2. Attend meetings of: staff, Finance, Properties, Communications, Transportation, Admin and Support MALT.
3. Attend and assist with special church-wide events as needed.
4. Represent church at community meetings as requested by pastor.
5. Perform other duties as may be assigned.

Direct Reports

1. Administrative Assistant
2. Financial Assistant
3. Music and Hospitality Assistant
4. Communications and Missions Assistant
5. Children and Youth Assistant
6. Maintenance Supervisor

Committee Assignments

Finance, Properties, Communications, Food Service, Media Center, Transportation, Ardmore Express Ministry

All other committees as assigned.

Qualifications

- A close and observable relationship with Jesus Christ as Lord and Savior
- A strong desire to use gifts of administration to strengthen the local church and fulfill its mission
- A minimum of bachelor's degree from college
- A minimum of 5 years' experience in administration including finance, personnel, and managing people
- Ordination into the ministry is not required

Reports to: Pastor