

## **CHURCH ADMINISTRATOR**

### **Pullen Memorial Baptist Church**

**Function:** Responsible for managing all operational aspects of the church. Performs or oversees the key business and operational functions of the church including personnel, financial, administrative operations, and facilities management.

#### **Duties and Responsibilities:**

Plans, organizes, and supervises the administrative and property/facilities management functions for the church; hires, orients, trains, provides leadership and evaluates assigned staff including staff working in communications, maintenance, technology, administration, and bookkeeping; oversees kitchen staff as well as office and building maintenance volunteers.

Responsible for managing corrective, preventative, predictive, and deferred maintenance of all church facilities; manages, creates, and tracks work orders and assignments; manages storage of warranty and vendor information.

Works with Building and Grounds Committee and Siler Garden Committee to establish building use policies and scheduling; identifies and supervises building maintenance and repair vendors; negotiates contracts and leases.

Responsible for overseeing Pullen's financial, risk management and budget matters.

Responsible for record keeping of church membership, contributions, pledge payments; manages payroll and employee benefits in coordination with bookkeeper, as needed.

Supervises and coordinates with bookkeeper the record keeping of disbursements, budgetary accounting, account reconciliations, accounts payable, and other accounting matters.

Coordinates and participates in work with the Finance Committee, Stewardship Committee, and Treasurer to support audit and investment functions; oversees and participates in budgetary and financial projections; coordinates with bookkeeper the compilation of periodic and special reports as requested by the Treasurer, the Finance Committee, or other councils and committees.

Has overall accountability for recruiting, organizing and supervising facilities management, office building maintenance, and volunteers in support of the administrative and property management functions of the church; along with any contracted maintenance technician or maintenance vendor works with Handy Corps (group of building repair/improvement volunteers).

Supervises and participates in the personnel function of the church by assuring that Pullen by-laws, personnel policies, employee handbook, and applicable state and federal regulations are met in regard to all employees; works with insurers to coordinate the retirement and health benefit plans, including special benefits plans if being offered to employees; supports the Personnel Committee with research on insurance and benefit program features and costs; manages, maintains, and preserves staff personnel records and related documents.

Provides information and office technology management including hardware, software, peripherals, copiers, telephone system, etc.; serves as liaison with technology contractor; performs needs assessments, acquisition, and preventive maintenance of technology. Utilizes the Technology Committee, as needed.

Coordinates with communications director on technology needs in support of the electronic equipment and needs for livestreaming and other communication platforms used by the church, coordinates through assigned staff the print and electronic publication and communications processes.

Manages the administrative component of the Wednesday Night Program including hiring and supervising kitchen staff and assuring set-up and clean-up.

Responsible for ordering all kitchen supplies, including paper or other products in support of Wednesday Night dinners, Round Table Ministry, or for other church-wide events; ordering cleaning supplies for church-owned facilities.

Manages the adjacent church property located at 112 Cox Ave including identifying and supervising building maintenance and repair vendors; negotiates new or renewal leases, and any other requests from tenants.

Performs other duties as designated by the Pastor.

#### **Relationships:**

Is supervised by the Pastor.

Supervises employees in administrative, financial, communications and technology roles; maintenance technician and maintenance vendors; and food preparation; makes assignments to office and building maintenance volunteers.

Serves as staff liaison to the Finance, Building and Grounds, Technology, Siler Garden and Cox Avenue committees.

Works cooperatively with all Councils, Committees and staff; may have specific assignments to ad hoc groups.

#### **Qualifications:**

Bachelor's Degree in business administration and 3 years of experience in administrative management or an equivalent combination of education and experience.

Experience as a church business administrator or equivalent experience with non-profits.

Supervisory experience preferred.

Demonstrated competence in financial, property, information management and leadership.

Working knowledge of Excel and Realm or similar church accounting software, or ability to learn within six months.

Ability to be bonded.

## **Selection:**

The search committee shall be appointed by the Personnel Committee. The search committee shall be composed of a committee of six to ten members, including at least one member of the Coordinating Council, the Personnel Committee, the Buildings and Grounds Committee, the Finance Committee, the Technology Committee, Cox Avenue Committee; and one Church Office Volunteer (optional). The Pastor shall be a member, non-voting. The search committee and Pastor shall recommend to the Personnel Committee a candidate for its approval.

May 2014	(original updated by PC)
June 1, 2014	(approved by Coordinating Council)
October 18, 2016	(Updated description ratified by congregation)
February 2, 2020	(revisions approved by Coordinating Council)
November 17, 2020	(reformatted; added Selection from Bylaws amended 3/17/19)
April 21, 2021	(updated after hiring of new church administrator)
December 10, 2021	(updated, removed bookkeeping duties)
February 2022	(edited 1st paragraph under "Duties" at request of Search Committee Chair)
September 2022	(combined CA and supervisory FM job duties)
March 2024	(removed non-voting member of Coordinating Council responsibility)