



Position: **Church Administrator**
Pay Rate: **\$22/hr-\$28/hr (Based on Experience)**
Effective Date: **2/7/2024**

VISION: To make spirit-filled disciples for Kingdom impact

MISSION:

- Reach- Our commitment is to help people experience abundant life by connecting with Christ and other believers.
- Teach- Our commitment is to help believers experience the transforming power of Christ through Biblical teaching and spiritual modeling.
- Mend- Our commitment to help heal the broken hearted.
- Send- Our commitment is to send out disciples throughout the world, to share the life and light of Christ with others.

VALUES: Obedience, Prayer, Fellowship, Discipleship & Family

PURPOSE:

The Church Administrator is a part-time staff position at Light & Life West, who will work directly with the Sr. Pastor. The CA will manage matters and affairs concerning property maintenance and upkeep, business and accounting transactions, internal and external communication; and supporting a healthy, caring and safe environment for everyone who engages our church.

FIT:

The CA should be a person who is a member in good standing at Light & Life West and model disciple, with a passion for the Lord and His work at Light & Life West. The CA should be a person who is detailed oriented and proven in excellent communication: verbal and written. This role interacts with all members of the church; staff, ministry leaders, volunteers, and attendees representing staff, church leadership and our culture. It is important that this person is:

- 1) A Leader: Able to give instructions and follow up in a gracious and professional manner.
- 2) An Initiator: resourceful enough to make things happen/get things done.
- 3) A Catalyst: A person who can win the support and aid of others.
- 4) A Builder: a person who can build people to get the best out of them and build team to accomplish the priorities to our Vision and Mission

ACCOUNTABILITY: The Church Administrator will directly report to the Sr Pastor.

KEY AREAS:

- Information Systems and Communication
- Church Business, Facility & Accounting
- Lead Pastor & Ministry Support

RESPONSIBILITIES: The essential functions include, but are not limited to the following:

INFORMATION & COMMUNICATION

Office Communications:

- 1) Incoming communications (mail, email, people reception) received, directed to appropriate parties and lovingly administered.
- 2) Outgoing communications oversight according to our standards of excellence. Works with other staff members and ministry leaders to produce and distribute communications materials. Examples: bulletins, mailers, website, ministry promotions (print and online).
- 3) Coordinates Church communication for what is happening at West, posters, snap frames, email blasts, Website update, etc.
- 4) Prepare and distribute multiple weekly e-blasts
- 5) Prepare and distribute weekly Call Sheet & Matrix of communications (assisted by Operations)

6) Selects, edits, and proofs content for the weekly communications and supervises the printing process.

Office and Resource Management:

- 1) Develop and maintain record retention policy for official church documents and records, i.e. membership files, contracts, etc.
- 2) Subscriptions, web contracts, app providers, software support in conjunction with Worship (Production) Director.
- 3) Propose and procure office equipment, as approved by Lead Pastor. Maintain equipment.
- 4) Manage supplies (Church & Ministry), assisting ministry in supply procurement and disseminating supplies.
- 5) Manages Admin workspaces and environment (staff & volunteers).
- 6) Assist ministry leaders as requested and feasible with administrative support. Be knowledgeable of weekly events and details for information purposes.
- 7) Manages and adheres to a strict budget, credit card usage, and cost control, in a timely manner.

Church Resource and Communications Management:

- 1) Manage Church database systems and maintains the quality of the data.
- 2) Ensures that all online communications are processed and sent to appropriate pastors and ministry leaders.
- 3) Oversees calendaring of church-wide events, resource requests, and authorizations, event registration.
- 4) Assists Lead Pastor with metrics of church performance then ensures their collection and dissemination.
- 5) Assumes responsibility for special projects relating to business and insurance matters, i.e. contracts, leases, etc.
- 6) Helps facilitate the meeting of administrative needs for Lead Pastor (and Lead Staff when needed).
- 7) **Website management:** Learn how to update website and keep it current.
- 8) **Information retention:** Establish and maintain files and resources for event, membership, and other administrative operations as needed. Be knowledgeable of location of information and resources for staff support. Forwards information for systems input to Membership volunteer.

BUSINESS, FACILITY & ACCOUNTING

Accounting, Cash and Banking Security:

- 1) Oversees A/P and A/R for Church
- 2) Prepares weekly deposits to Bank and enters T&O into F1 Database, Creates reports and uploads to Bookkeeper.
- 3) Knowledgeable and competent in contributions and payables processing as set up at West.
- 4) Confirms postings with Bookkeeping Services – (End of month closure)
- 5) Oversees the cash counting and recording utilizing “Board-appointed Tellers”.
- 6) Controls access to church credit card use, including policy formation, card requests and issuance, and card retrieval and termination of access.
- 7) Prepares fully documented credit card reports.
- 8) Maintains confidentiality and trust over fiscal matters entrusted.
- 9) Prepares payroll report for Bookkeeper.

Facility and Vendor Supervision:

- 1) Sources, trains and coordinates volunteers to provide cover for administrative needs.
- 2) Supervises the Facility Vendors: Janitor, Facility Director, Gardener (and any other vendors hired to work on-site)
- 3) Oversees weekly work schedule and task list for Property maintenance, janitorial duties and ministry, and special-event set-up *, management and re-set.

Risk Management:

- 1) Supports Lead Pastor in obtaining insurance coverage, renewals for all property and liability insurances.
- 2) Obtains certificates of insurance coverage as needed for ministry purposes.
- 3) Supports safety and risk management policies and procedures for on-campus safety.
- 4) Oversee process of Facility/Room Rentals
- 5) Maintains key management for facilities.
- 6) Equipment: oversees the purchase, use and repair of office equipment and supplies for equipment.
- 7) Developing policies for the procurement and disposal of assets.
- 8) Maintains inventory of fixed assets.
- 9) Maintains Alarm Security Management. Monitor police dispatch. Assign and Maintain Security Code for key holders.
- 10) Maintains and Monitors the Network Video Recorder Main Building & Ministry Center (Security Cameras)

- 11) Processes Background Checks
- 12) Maintains Annual Fire extinguisher service and Fire Department annual visit.

Human Resources Workflow:

- 1) Oversees all HR functions: onboarding, personnel policies, benefits, compensation, and legal requirements.
- 2) Oversight of employee benefits procurement and management.
- 3) Administers the onboarding and exit procedures for all employees.
- 4) Updates and keeps current the Employee Handbook to ensure regulatory compliance.

Additional Responsibilities:

- 1) Sign an Accountability Form.
- 2) Conducts themselves in a Christ-like manner.
- 3) Is called to serve the body of believers and to encourage them in their faith as a "God-ordained minister."
- 4) Assist and serves those in need physically and spiritually.
- 5) Other duties as assigned.
- 6) Hold in strictest confidence to disclose to any person, confidential knowledge.

QUALIFICATIONS:

- 1) Degree in Business or equivalent in experience and education
- 2) Experience in administrative management.
- 3) Positive, outgoing customer service mentality with alignment to LLW's mission statement, vision, and core values
- 4) Spiritual gifts of administration, service, and discernment
- 5) Proven ability to use and learn various office software including, but not limited to; Excel, Word, PowerPoint, unique database management systems, and website tools.

PHYSICAL DEMANDS

- 1) While performing the duties of this job, the employee is regularly required to walk, stand, sit, listen and talk.
- 2) The position frequently involves moving cases of office supplies, janitorial and hospitality supplies that can weigh up to 50 lbs.

TIME EXPECTATIONS:

- 1) This position is an hourly position.
- 2) Your weekly schedule will be coordinated by the Sr Pastor.
- 3) Attend 6:00pm Staff/Leadership meeting (*2nd & 3rd Tuesdays of the month*).
- 4) Flexibility of working hours when needed *

COMMITMENTS:

- 1) Committing to daily quiet time with God.
- 2) Participating in some form of LLW discipleship and/or development on a regular basis.
- 3) Setting appropriate boundaries to protect their character and integrity.
- 4) Developing personal evangelism opportunities within and outside the church.
- 5) It is expected that the person in this role is a regular attendee of LLW's weekly services and is a member of Light & Life West.
- 6) All LLW staff volunteer to serve in some ministry area in addition to their paid position.
- 7) It is expected that staff of LLW Church will tithe to Light & Life West. The unique nature of the church is that our salary comes from the worshipful offerings of all of God's people. All LLW staff are expected to participate in the same way, giving financially on a regular basis as a tither to further the mission of the church. We will never take for granted that God's people's giving allows us to receive part of our livelihood - and we will participate personally by tithing 10% of our income. This will help to create a culture of generosity, trust, and stewardship that makes our jobs with LLW possible.
- 8) Adhere to and encompass the qualities and characteristics required of LLW employees, as defined by the Employee Handbook.

Light & Life Christian Fellowship West Church maintains an "employment at will" policy. This means that just as you are free to end your employment with Light & Life West at any time for any reason, Light & Life West is also free to end the employment relationship with you at any time for any reason, with or without cause or advance notice, as long as we do not violate any applicable federal or state laws.

