

SOUTHMINSTER CHURCH: CHURCH ADMINISTRATOR

Southminster Presbyterian Church is a family of faith committed to biblical teaching, vibrant worship and authentic community. Southminster is seeking a dynamic, highly motivated and passionate individual to serve as our part-time Church Administrator. The individual selected to serve in this role will be nurtured, prayed for, supported and emboldened as they help lead our congregation.

Southminster is located in Gastonia, North Carolina, a growing and active satellite city of Charlotte.

- www.southminsterchurch.com
- Current Membership: 385
- Average worship attendance: 230 (150 on campus / 80 online)

Expectations of the Church Administrator:

As a servant leader of the congregation, the Church Administrator is expected to live a life that is worthy of Christian leadership. This individual is accountable to the Personnel Committee of the Session of Southminster Presbyterian Church. The Church Administrator will be supervised by and directly responsible to the Pastor who will define work activities. This position will complete annual reviews and goal setting initiatives with the pastor and Personnel Committee members. The Administration Committee and Elders of Southminster Presbyterian Church ultimately determine ongoing employment.

In growing churches, it is important that someone other than the pastor be able to respond to the many issues that occur daily. This position is expected to ensure the direction set by the pastor is implemented and that there is accountability in the day-to-day operations of the church and facility.

The Church Administrator should have excellent communication and listening skills. This position is a valuable point of contact for many activities in the life of the congregation.

Responsibilities and Duties:

The Church Administrator is responsible for a wide variety of managerial, technical, and clerical responsibilities to support the ministries and mission of the church to include but not limited to:

- Be a visible leader who actively contributes to the growth and health of the church, and is committed to executing the vision of Southminster Church, as determined by the Pastor and Elders.
- Place an emphasis on streamlining existing, or implementing new processes, based on best practices for efficiencies in cost and time management.
- Provide office administration daily, overseeing facility usage and scheduling facility repairs in concert with the Building & Grounds ministry volunteers.
- Collect and assimilate information for church newsletter and publications. Currently, the congregation uses Constant Contact for weekly email newsletters. A bulletin is prepared weekly, and updates are made as needed to the website and social media.
- Support the administrative and financial functions of the congregation as needed.
- Support the Elders of the congregation and the Clerk of Session by keeping accurate records.
- Work with the Administration Ministry at Southminster Church, to support their efforts and objectives.
- Coordinate building use: scheduling, set-up, clean up, and security.

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Basic Qualifications:

- Bachelor's degree is preferred
- Two years applicable experience in is desired

Qualification and Skills:

- Demonstrated passion for the church of Jesus Christ bearing fruit in our world
- Demonstrated project management skills
- Demonstrated ability to communicate (both written and oral) in a clear, concise and effective manner in all levels of an organization
- Ability to deliver superior results within allocated time through effective prioritization, scheduling, planning and execution of assigned work, showing strong organizational skills and ability to work productively with little supervision, while multi-tasking and prioritizing assignments
- Demonstrated ability to adapt to changing processes, regulations, responsibilities
- Demonstrated effective analytical, problem solving, and decision-making skills
- Demonstrated knowledge and experience with Microsoft Office suite applications, including Excel and PowerPoint, experience with Constant Contact is a desired skill
- Demonstrated ability to maintain a pleasant and professional attitude and sound interpersonal skills
- Demonstrated ability to manage confidential information with integrity

Work Hours: Part Time with hourly compensation, 15-30 hours per week, with full-time position a future possibility.

Termination of Employment: A two-week notice is expected prior to resignation.

Accepted:

Signature: _____ Date: _____
Church Administrator

Signature: _____ Date: _____
Pastor