

POSITION: Church Administrator
(Full-Time) 9:00-5:30pm M-F

GENERAL RESPONSIBILITIES: The church administrator is a facilitator for God's work through the church. He/She sets the tone for a positive, Christian, work environment for all church employees and volunteer staff. By effectively administering the business affairs of the church, the church administrator frees the pastoral staff from the burden of managing the day-to-day operations, allowing them to focus on their respective areas of ministry. The primary duties of this position include overseeing church personnel matters, legal affairs, general administration, and volunteer resource management. Works closely with the Pastor and staff to accomplish the mission of the church, provides detailed information and guidance to staff, committees, and teams.