

**EMPLOYMENT – JOB DESCRIPTIONS**  
**Exhibit 6-2d – Office / Admin (Class 1)**  
**HOURS: Approximately 15 hours a week**

**QUALIFICATIONS:**

- Have a personal relationship with Jesus Christ.
- Be a member in good standing.
- Strong organization skills.
- Strong written and oral communication skills.
- Small business finance experience.
- Experience with technology, office, membership, and finance software.
- Flexible hours.

**Responsible To:**

Responsible to the elder board, working directly under the supervision of the Senior Pastor.

**Office / Admin Responsibilities**

The church office admin is responsible for assisting in managing the business affairs of the church and working with church members and staff to achieve the church's mission objectives. It's a ministry of the church; the person in this position will be extending the ministry of the church to our employees, our members, and the surrounding community.

- Track church income and expenses in financial software packages. Manage accounts receivable and payables. Interact with Elder Board on financial matters.
- Ensure proper tracking of employee hours, data entry into payroll system, and review for accuracy.
- Conduct proper records management to ensure regulatory, legal, insurance and other requirements are in place.
- Manage the church office, which includes answering/returning calls, opening/sorting mail, meeting office visitors, and ordering supplies.
- Manage Sunday services, which includes overseeing/completing church bulletins, sermon inserts, and recruiting table leaders for the Lord's Supper.
- After a Sunday service, collect connection cards and prayer request forms and then forward to appropriate staff/volunteers.
- Oversee the cleanliness of the church. The church hires a janitor to clean the facilities. This responsibility involves managing the janitorial work appropriately so that church facilities

are clean and prepared for their next use. For example, nursery rooms are cleaned after Sunday morning in preparation for MDO that week.

- Oversee the general repair and maintenance of the church. Examples of this include air conditioning cooling and heating preventative maintenance, alarm system inspection, etc.
- Maintain the church calendar. Keeping current with all church activities and upcoming events.
- Manage requests to use church facility and then manage facility usage. Making sure that forms are completed, fees are collected, access is given, and proper supervision is provided for activity. Ensure adherence to the approved policy and process.
- Manage and keep updated established means of communication. This includes the church bulletin boards, weekly newsletter, street signs, Facebook, and website.
- Assist staff and volunteers with projects and the execution of church events. For example, mailers for an upcoming conferences, snacks and setup for a New Members Class, internal advertisement for Thanksgiving Food Drive, packing of Christmas presents to send to Honduras.
- Organize and assist the pastor with memorial services, funerals, and weddings. This will involve working with the family to develop an order of service, creating/printing bulletins, acquiring special music, enlisting volunteers.