

Church Business Administrator / Executive Pastor

Principle Function:

Responsible for the business and administrative affairs of the church. Provides leadership and supervision to support staff personnel. Provides administrative and physical support to staff and program directors.

Ministry Requirements and Responsibilities:

1. Assist the Senior Pastor in administering all facets of the operation of the church.
2. Establish and operate efficient financial record keeping, reporting and bookkeeping procedures.
3. Prepare financial information for the Finance and Budget Committees and the Church Treasurer.
4. Give direction to the weekday operation of the church office; supervise secretarial and clerical workers.
5. Serve as resource person regarding legal and business matters of the church. Study annually the insurance program and make recommendations. Inspect the church plant to ensure safety and security.
6. Provide administrative support for all personnel activities and maintain personnel records; administer church salary plan.
7. Direct the maintenance program of the church, work with Church Properties Committee or Trustees to establish and direct a maintenance, repair and housekeeping schedule. Prepare an annual budget of maintenance and equipment needs.
8. Maintain an inventory of all church property and equipment, annually. Administer church-adopted policies and procedures concerning the use of all church property and facilities, including vehicles.
9. Serve on Church Council and as an ex-officio member of other church committees.
10. Direct food service program of the church; supervise the Church Hostess and food service personnel.
11. Coordinate the preparation of the annual budget; establish a financial records system for church and direct it's operation; direct the receipts and expenses of church funds. Act as the purchasing agent for the church.
12. Perform other duties as assigned by Senior Pastor.