

Bellevue Christian Reformed Church

Church Administrator

Reports to Pastor of Outreach

40 hours/week

Summary:

The Church Administrator will act as a central link for information and communication. In the front office, they will serve as the first point of contact for the church as well as the “go-to” person for information about activities and opportunities to serve. The Church Administrator is responsible for regular communications, for maintaining online content, for managing the facilities use, and assisting with financial tasks. The person in this position will work closely with the pastors and other staff, building the agenda for staff meetings and tracking progress of the tasks at hand. The person in this position will be encouraged to explore new methods for connecting and communicating within the church and with the local community.

Responsibilities:

Administration

- Staff the church office – reception and general office management
- Provide clerical and scheduling support to the staff and to committee leaders
- Assist the church treasurer with accounts payable, payroll, and the annual church budget
- Administer the church management software; maintain church records of attendees and membership; alert pastors to the need for new members classes, baptisms, and professions of faith; produce regular updates to the church directory
- Manage staff meetings: build the agenda, lead the meeting, track follow-through on action items
- Schedule ushers, greeters, and welcome-desk staff

Communications

- Prepare weekly communications: Sunday bulletin, website info, email updates and prayer requests
- Maintain content of online presence
- Manage the calendar of church events and activities
- Promote regular change/growth in the use of technology for connecting and communicating with others

Facilities oversight

- Coordinate the use of the church building (requests, approvals, fees, event staffing)
- Manage the building use calendar

Outreach and enfolding facilitation

- Facilitate engagement in the life of the church
 - Maintain comprehensive knowledge of all church activities to help individuals connect and to facilitate coordination among groups

- Administer a system that will enable people to indicate what ministries they'd like to become involved in
- Ensure timely follow-up with guests

Qualifications:

- Be a professing, mature Christian
- Be welcoming and friendly with a professional attitude
- Have excellent communication and interpersonal skills; willing and able to provide feedback in a supportive way
- Be able to confidentially and empathetically handle sensitive information
- Support the vision and mission of the church and its leadership
- Give attention to details with an eye for excellence
- Be a self-starter; willing to seek new information, training, and resources as needed; able to work independently
- Must be able to manage interruptions gracefully; be organized to move smoothly between different aspects of the position
- Proficient with a variety of software tools and technologies and eager to explore and learn new ones
- Bookkeeping experience preferred
- Be/become a regular attendee and member of the Bellevue Christian Reformed Church