

## **Church Business Administrator/Facility Manager Job Description**

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<b>JOB TITLE:</b>	Church Business Administrator/Facility Manager
<b>FLSA STATUS:</b>	Exempt. Full time.
<b>REPORTS TO:</b>	Executive Pastor (Consults with Church Treasurer, Personnel, Property and Finance Committee Chairs)
<b>SUPERVISES:</b>	Financial Secretary, Church Secretary, Custodial/Maintenance staff, and Contractors.
<b>ATTENDS:</b>	Session, Executive, Personnel, Finance, Property, Stewardship, Food Service, Trent Fund, Second Fund meetings.
<b>JOB ROLE:</b>	The role of the Church Business Administrator/Facility Manager is to oversee operations of the Church Office on a daily basis. The primary purpose of this role is to ensure that administration of church operations and facilities is provided in an efficient manner within the approved budget and staff limitations. Responsibilities include but are not limited to managing finances, facilities and human resources.
<b>REVISION DATE:</b>	February 5, 2021

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### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **Office Management**

Oversee the day-to-day function of the Church Office, supervising and assisting the staff in carrying out those programs dictated by the church leadership and pastoral staff. Office Management responsibilities include:

- Supervise Church Secretary, Financial Secretary and all Maintenance, Custodial and Sexton staff including interviewing, hiring, reviewing, and terminating. Consults the Personnel Committee before any staffing changes are made.
- Serve as onsite IT manager. Hire outside computer support as needed. Review hardware and software of employees and upgrades as necessary. Keep system and digital documents backed up at all times.

#### **Human Resources Administration**

Maintain HR records, administer benefits and oversee payroll for Church Staff. HR Administration responsibilities include:

- Manage staff onboarding processes, providing HR and Church Office orientation.
- Maintain HR files in compliance with state and federal employment law.
- Administer staff benefit plans and medical insurance, including:
  - Keeping track of benefit plans and which employees are enrolled in various options.
  - Oversee communication and coverage with Board of Pensions.
- Oversee Financial Secretary's payroll administration, including approval of all timecards and updates regarding new hires and rates of pay.
- Serve as custodian of church Employee Handbook and up-to-date job descriptions.

#### **Financial Administration**

Ensure that the financial records are properly kept, and the financial position is regularly reported to the Treasurer(s), Finance Committee, and the Session. Financial Administration responsibilities include:

- Develop and monitor a system for the processing of accounting information and a system for internal control.
- Approve and process all disbursements.
- Negotiate and schedule auditors' work and assist auditor in conducting annual audit/review.

- Review financial reports monthly from the Financial Secretary for the Session and prepare an Annual Report for the congregation.
- Prepare annual budget with help from committee chairs.
- Assist the stewardship committee with annual campaign.
  - With the Church Secretary provide office support for the stewardship drive including printing of materials and mailings.
  - Pledges are confidentially received and maintained by the Church Business Administrator, posted and totals reported to the Stewardship Chair.
- Monitor designated funds and provides committees current information as needed.
- Manage the church's property, casualty, and workers compensation package.

## **Facilities Management**

Church facilities are cared for and made available according to the approved policy by the Session for building use. Responsibilities include:

- Administer policies and procedures concerning the use of all church property and facilities.
- Approve purchase of office supplies, kitchen, and custodial supplies. Approves equipment and furniture purchase as required and after consulting with appropriate committee.
- Assist Property Committee with relationships with contractors and others in building, remodeling, improving and equipping church building and grounds.
  - Manage contracts and rental agreements with outside vendors.
  - Ensure compliance with church sustainability initiatives.
- Supervise maintenance and repair of physical properties.
  - Establish and update Maintenance Calendar.
  - Update and maintain eSPACE, the church's online record of all maintenance and property work orders; including cost and labor records.
  - With the Church Secretary oversee the production of weekly schedules for sextons, custodians, including any special requests for setup, drink requests, takedown and related needs.
- Special Facilities: Alpha Omega House and Intersection House: Schedule meetings and overnight stays.
- Supervise operation of food service.
- Review the facility calendar for all activities and distribute to the staff.
- Maintain inventory of property and equipment utilizing eSPACE online software.
- Participate in monitoring and maintaining security of facilities and grounds 24/7.

## **Other**

- Organize and maintain key church records and documents.
- Administer the church's Columbarium.
- Assist Preschool Director with day-to-day operations and assists in preparing Preschool budget.
- Identify risks to the church and reviews with Executive Pastor.
- Other duties as requested by Executive Pastor, other pastoral staff, Session, and committees.

## **CORE COMPETENCIES:**

**Attention to Detail:** Consistently attend to the many small pieces which must be assembled into an organized whole; follow up on or resolve missing or out of balance items; organize and maintain information and details well.

**Compassion and Care:** Exude a natural sense of care for the well-being of others; respond with empathy to the life circumstances of others; handle confidential matters appropriately.

**Ethics and Values:** Honor the core values and beliefs of the church; consistently embody appropriate behavioral choices in both stressful and non-stressful situations; practice the behaviors advocated to others.

**Informing Others:** Report important information to church staff and committees; help people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.

**Time Management:** Focus time on tasks that contribute to organizational goals; use time effectively and efficiently; value time and respect the time of others; concentrate efforts on the most important priorities; can appropriately balance priorities.

**Initiative:** Take ownership of role and work; ask necessary questions to move forward on decisions; proactively plan ahead; delegate when appropriate to accomplish a task; forward thinking.

**QUALIFICATIONS AND SKILLS:**

- Undergraduate degree with a strong background in business or administration.
- Membership in the National Association of Church Administrators and completion of church administration training is desirable.
- Understands basic accounting, knowledge of fund accounting particularly helpful.
- Strong Excel spreadsheet skills.
- Able to learn and use church membership management software (Church Windows) in order to answer basic financial and demographic questions of the staff and Session.
- Experience in facility maintenance management.
- Able to learn and use church facility management software (eSPACE) in order to manage facility and equipment inventories, work orders, and custodial/maintenance staff and contractors.

*This job description should not be construed to imply that these requirements are exclusive and limiting standards of this position. This description is a summary and not an exhaustive attempt at covering every activity and task required of the position. The incumbent should be able to react to change and be capable of handling other tasks and responsibilities as assigned.*

***Interested candidates should email their resume or LinkedIn profile to [2PCSearchCommittee@gmail.com](mailto:2PCSearchCommittee@gmail.com).***