

Christ Community Church is a vibrant, culturally diverse, spirit-filled body of believers who seek to "awaken ordinary people to extraordinary life in Christ-centered community."

We are prayerfully seeking to fill the position of: Church Administrator

Purpose: To serve Christ Community Church by providing leadership facilitating the ministers, ministries, and missions of the church. Responsibilities include leadership of administrative, finance, facility, and resource management teams as well as oversight of day-to-day operations, creation of practices and procedures, facilities management, budget preparation, human resource management, insurance, and benefit plans, staffing plans, innovative technology applications, as well as security and risk management.

Our ideal candidate should be a self-starter, strong motivator, encourager and team player with effective leadership, communication, decision making, problem solving and interpersonal skills, together with a positive focus and a results-driven attitude.

Reports to: Lead Pastor

Primary Responsibilities:

1. Supervise the Administrative Team:

- Lead the administration of CCC's mission with Kingdom-minded integrity and excellence.
- Meet regularly with each Administrative Team Member to support and empower them.
- Meet regularly with the entire Administrative Team to facilitate strategic planning, ministry collaboration, mutual encouragement, and prayer.

2. Supervise all Church-wide Administrative Systems:

- Oversee the maintenance of Church Management Software (CMS), database, and record-keeping.
- Create and manage the annual budget for church administration and facilities.
- Oversee the creation of the annual budget (ministry funding) for all areas of the church.
- Oversee the annual reporting to the Free Methodist denomination.

3. Serve as a part of the Board of Directors and Senior Leadership Team:

- Support the Lead Pastor in strategic planning, systems development, and execution of the church's mission and ministries.
- Recruit, coordinate, and lead a three-fold Resource Management Team (RMT) to advise and resource the Church Board and Staff regarding CCC's Finances, Facilities, and Personnel.
- Attend the CCC Board Meetings and provide monthly reports regarding administrative and RMT activities.
- Lead RMT to implement Board guidance and recommendations.
- Serve on the Senior Leadership Team (SLT) and represent the Administrative Team there.
- Foster the mission, vision, and values of the Free Methodist Church (FMC) with the Board, Staff, and congregation.
- Participate in the local, regional, and national gatherings of the FMC.

4. Lead the Finance RMT to maintain and advance all matters related to the financial needs of the church:

- Maintain sound accounting practices.
- Coordinate and review with the Financial Administrator monthly financial statements, annual church budget, quarterly financial updates, and annual reports for taxes.
- Support the Financial Administrator with the accounting of weekly offerings, approving invoices, and monthly financial reports, etc.

5. Lead the Facilities RMT to maintain and advance all matters related to the facilities, grounds, vehicles, and

physical assets of the church:

- Manage and review all church contracts, insurance policies, and legal documents.
- Serve as the primary purchasing agent for CCC.
- Maintain compliance with City and County Government pertaining to property and facilities.
- Process and keep the annual Corporate Filing with the GA Sec of State current and accurate.
- Support the Church Custodian in the general maintenance of all the church's physical assets.
- Coordinate and maintain the security systems for all church facilities.
- Serve as the primary contact person for the security monitoring service.
- Lead and Support the Receptionist/Administrative Assistant in management of the church calendar and facilities usage.

6. Lead the Personnel RMT to maintain and advance all matters related to the staffing of the church:

- Maintain the CCC Personnel Handbook.
- Maintain all staff Job Descriptions and make sure they are accurate and up to date.
- Advise the Board on staff compensation and benefits.
- Lead the search processes to fill vacant positions.
- Oversee the maintenance of current records for staff vacation and sick time.

7. Other duties as required or assigned.

REQUIRED QUALIFICATIONS:

- Requires a BA/BS degree in a related field; 2 plus years serving in a similar role at a church of 500 plus, parachurch, missions, profit or non-profit organization of similar size; or any combination of education and experience, which would provide an equivalent background.
- Proficient working knowledge, or demonstrated ability to become proficient, of Church Management Software and database systems.
- Willing and able to uphold and foster CCC's Mission, Core Values, and Operational Values as described in the CCC Employee Handbook.

PREFERRED CHARACTERISTICS & SKILLS:

- Ordained Elder in the Free Methodist Church (or in process).
- Professional designation as a Certified Church Administrator (CCA) a definite plus.
- Current knowledge of church tax law and state employment regulations.
- Leadership experience working in organizational management, project management, volunteer management, and volunteer leadership development.
- Prior training in child safety, first aid, and crowd/crises management.

**Compensation commensurate with prior church administration experience.
Range for Salary is (\$50,000 to \$60,000). This not a remote position.**