



Join our team...

## Church Administrator

*Saugatuck/Douglas, Michigan*

### Why We're Excited About This Opportunity

As Community Church grows, we are also reshaping our Equipping Team (staff). We are aligning our Equipping Team with our vision and intentional disciple-making strategy. Our Equipping Team has a mandate from Ephesians 4 to build up our church body. Can you imagine a team of trust, prayer, encouragement, and effectiveness that is living out Jesus Dependent Lives, Spiritually Growing Relationships, Grace Filled Community, and Neighbor Serving Discipleship? Lead Pastor, Brandon Beebe and the Elder Board of Community Church is building a team Jesus is rooting for. Are you in?

### About Community Church

Community Church is growing as a community experiencing and sharing the Kingdom of God more and more... sharing the life-changing love of Jesus with our neighbors. Drawing from a large geographic area, the make-up of community church includes a wide range of spiritual, theological, socio-economic, and household backgrounds. Our discipleship pathway includes a growing Sunday worship community, discipleship teams, community groups, and a vibrant community center.

At the core, we are discovering our own living and growing relationships with Jesus Christ, and committed to sharing the life-changing love of Jesus with our neighbors.

### POSITION DESCRIPTION

The Church Administrator, supported by and reporting to the Lead Pastor, supports the Equipping Team (staff) and Ministry Team Leaders (volunteers) by managing and creating administrative and people systems that make everyone more effective in equipping disciples who share the life-changing love of Jesus with their neighbors.

The primary goal of this position is to achieve: efficient and smooth church operations; resourced ministry leaders; systems and processes that help everyone focus on making disciples.

#### **Key Responsibilities:**

- **Communicate.** Primary communications for the entire church in print, digital, and person to person media. This includes bulletins, newsletters, Planning Center, website, group text and more.
- **Manage.** Church systems including finance, and budget; payroll and HR provider coordination; volunteer coordination for events and initiatives; church membership processes; purchasing/vendor management.
- **Support.** Ensures that the Equipping Team, Board, and Ministry Teams have what they need to fulfill their roles to make the vision of Community Church a reality..

#### **A Strong Candidate:**

- has extensive experience as staff or volunteer leader in a church or ministry setting.
- has formal management, business, or administrative training.
- has experience in using Quickbooks and light bookkeeping tools
- has strong communication skills including interpersonal, written, verbal, and digital.
- is a self-starter able to flow between team work and self-directed work.
- is punctual, reliable, detail oriented and highly professional in all aspects their work.
- is a mature, relationally healthy Christian able to fulfill their role as a ministry to the church.