

### **POSITION PROFILE:**

<b>Position title:</b>	<b>Church Administrator</b>
<b>Duration:</b>	Permanent Full-time
<b>Location:</b>	Albright Church, 415 Maxwell King Drive, East St. Paul, Manitoba
<b>Start Date:</b>	As available between January and March, 2022
<b>Salary:</b>	Based on qualifications and Albright salary structure
<b>Benefits:</b>	Access to Group Insurance benefits package
<b>Vacation:</b>	As per Albright HR Policy – Salaried Staff
<b>Report to:</b>	Lead Pastor

### **Ministry Vision:**

Become part of a dedicated team that is passionate about serving God and people as we follow Jesus on mission together. Use your administrative gifts to ensure the smooth operation of the Church with the goal of effective ministry for God's glory.

### **Overview:**

The Church Administrator will provide administrative leadership for Albright Church within the Mission, Vision, Values and Goal statements of the church. They will be responsible for the financial and physical resources of the church and all functions related to the General Treasury. They will manage effective use of church income, keep accurate church records and ensure charitable status and Government requirements are securely maintained. They will serve on the Church Management Team, alongside the Lead Pastor and Associate Pastors, to coordinate various activities of the church and develop organizational policy. They will manage all functions related to the general Church Office.

### **Qualifications & Experience:**

The preferred candidate for this position will have the following:

- Love for God and a heart to minister to people
- Ability to work well individually (self-motivated) and within a team environment (interdependent)
- Excellent communication and interpersonal skills
- Ability to handle stress and problem solve
- Strong computer skills and ability to operate office equipment
- Good working knowledge of accounting principles and software
- Good decision making and organizational skills
- Ability to manage time well (prioritizing) and manage multiple tasks
- Flexibility to adapt to the priorities of others
- Trustworthy in matters of confidentiality
- Experience in a multi-staff office environment
- Experience in office administration and staff supervision
- Experience/understanding of digital media communication is an asset
- Familiarity with church life and ministry having a positive track record as a volunteer and/or staff member of a local church

### **Key Responsibilities:**

- Serve on the Church Management Team alongside the Lead Pastor and Associate Pastors
- Provide administrative service, developing organizational policy, and co-ordinating various activities of the church at a management level
- Provide leadership to office staff (which includes an Administrative Assistant) and supervision of facility volunteers and hired workers
- Ensure all practices outlined in the General Operating By-Laws pertaining to facility and finance issues are adhered to
- Oversee acceptable standards of church communication in line with church policy and values
- Oversee church policy administration and implementation
- Oversee facility management and maintenance in cooperation with the Property Management Team (examples: upkeep/improvements, insurance matters & facility rentals)
- Oversee office equipment purchase approval
- Development and management of Church budget and lead Finance Committee
- Pay bills, oversee payrolls, track and record church income, provide treasurer reports and manage the various funds
- Maintain all bookkeeping for Albright and prepare for annual audit review
- Provide CRA representation, ensure charitable status and Government obligations are met
- Manage employment agreements, records and insurance administration
- Administration of grants
- Implementation and oversight of Plan to Protect Policy
- Provide Board of Elders, Lead Pastor and congregation with necessary information to assist them in the Mission and Vision of Albright Church
- Securely maintain official Church Records
- Participate with other staff and leaders in creating a positive team work environment at Albright
- Other duties as assigned by the Lead Pastor

### **Team Support:**

*At Albright we value and practice teamwork because we believe God calls us to work together for His Kingdom and glory.*

- We work hard at developing good team relationships, communication and at staying on mission together
- We believe that no ministry or leader should be isolated, rather we see ourselves as part of a team. Our Governance Flow Chart illustrates the team connections, accountability and support lines
- Each staff member participates with other staff and leaders in creating a positive team work environment. This includes communicating clearly to office staff all required information so plans can be coordinated
- Albright office staff is available to support the pastoral staff and ministry directors in the fulfilment of their responsibilities

## Church Administrator

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- The Church Administrator will attend all church staff meetings and will meet with the Lead Pastor regularly for accountability, support, encouragement and collaboration
- To be a healthy team member you are encouraged to maintain spiritual disciplines that will assist your personal spiritual formation. The discipline of self-care will include times of spiritual, physical, emotional and mental refreshment and replenishment. This includes the option of a retreat day as requested, balancing ministry work and family life and a regular assessment of responsibilities that may be released to others

### Standards:

- Cultivate and grow in their relationship with Christ and His church
- Qualify for membership in Albright Church
- Able to give full support to and uphold the *Statement of Faith, Vision and Values* as well as the *General Operating By-Laws* of Albright Church and the EMCC, and Albright's *Plan to Protect Policy*
- Able to give full support to and live out the *Mission Statement* of Albright Church
- Agree with and live out the *Leadership Code of Conduct* of Albright Church
- Demonstrate servant leadership within an interdependent team
- Pursue authentic and healthy relationships in their home and with those they work with
- Handle relational conflict with truth and grace according to "The Peace Maker" model
- Be committed to their own personal spiritual formation disciplines and professional training for ongoing growth and development in all aspects of life
- Submit a current Criminal Record Check in accordance with Albright's Plan to Protect Policy

### Education & Credentials:

- Certificate, Diploma or Degree in a relevant field: administration, business, finance, or equivalent experience/education
- Written and verbal competency in the English language
- Have certification or license with the EMCC **or** another denomination having or similar vision and values **or** eligible for and willing to pursue credentials with the EMCC