

Business Administrator Job Description

Rosewood Reformed Church

TIME COMMITMENT: Part-time/Hourly, 14-18 hours per week (estimated)

REPORTS TO: Lead Pastor

FOCUS: Provide leadership for the church with special attention to the area of church administration and human resource management. Perform a variety of administrative/supervisory duties required in the business operations of the church. Work in a team ministry with other staff members and congregational leaders to accomplish the mission and vision of the church.

Office Management

1. All hours will be logged. Most of the time will be spent at the church.
2. Meet for prayer time with the staff when available.
3. Work with the Ministry Assistant and the Technology Team in the use and care of the church computers and the selection and use of software programs and office machines.
4. Provide training for the staff and volunteers in the use of the phone system and office machines as needed.
5. Ensure compliance with all contracts for services provided by or for the church.
6. Oversee the content of the bulletin/newsletter as necessary.

Finance

1. Schedule, & submit all invoices for payment to Michelle at DeBoer, Goodyke CPA's.
2. Make copies of the Balance sheet, & quick reports for the Deacon Treasurer.
3. Act as the "Go between" person between the Treasurer, and Randy at DeBoer, Goodyke CPA's.
4. Attend Financial Meetings (with the Treasurer) with Randy to discuss quarterly and year end Reports.
5. Act as Credit Card Administrator. Deacons to approve and limit increases, and new cards that are issued.
6. Work with the Deacons on the annual budget process.
7. Do the Consistorial report, each January.
8. Do the Annual Financial report to the Congregation, each January.

Human Resource/Staff Support

1. Serve as a resource person for the Staff Support Team, meeting with them as requested.
2. Assist with the orientation and training of any new employees or staff members of the church.
3. Maintain all personnel files in accordance with the Employee Manual as well as federal, state and local laws.
4. Periodically review the policies and procedures in the Employee Manual and encourage compliance. When needed, suggest changes in policies to the Administrative Board.
5. In co-operation with the appropriate church entity, oversee the approval and implantation of contracts, employee insurance, retirement plans, and other human resource benefits as listed in the Employee Manual and Classis Compensation Guidelines.

6. Provide encouragement, support, and problem resolution for employees to ensure retention of their employment within reasonable parameters.
7. Approve the time sheet submitted by the hourly employees for payment by our accounting service every other week.
8. Insure the tracking of time off for vacation, sick leave, professional development fund and the use of other benefits by the employees.
9. Attend staff meetings called by the lead pastor.
10. Be responsible for their direct reports.
 - a. Custodians-Maintain efficient positive attitudes and complete job descriptions.
 - b. Ministry Assistants-Insuring appropriate friendly adherence to the job description.
 - c. Review job descriptions and apply as necessary.

Board of Deacons

1. Work with the Board of Deacons, volunteers, and staff to encourage wise stewardship of the resources God has given us. Administrator will be a non-voting member with a working knowledge of deacon duties and practices.
2. Meet with the Board of Deacons monthly as needed. {Possibly give a written monthly report to the Chairman of Deacons in lieu of attending meeting.}
3. Be a liaison with our accountant, the treasurers, and the Board of Deacons to ensure the efficient processing of payroll {handle all the stop/start dates, wage increases and any other payroll related issues}, audits, and maintaining long-term records/ historical data in accordance with generally accepted accounting principles and the policies established by the church.
4. Be a liaison between the Treasurer and our staff and volunteers. Administrator will communicate how much their budgeted amount is and if non-budgeted or larger ticket items come up, Administrator will confer with the Treasurer to address these requests and then get back to person making request with the decision that was made.
5. In conjunction with the Treasurer, monitor spending of budgeted line items of staff and volunteers who are responsible for purchases for the church. Also, communicate to them verbally and/or by distributing quarterly reports of the funds still available for their use.
6. In the event of staff or volunteers overspending or other concerns brought by Treasurer, Administrator will address and help resolve these issues.
7. Serve as the Administrator for the Chemical Bank website, setting the parameters for the other users as directed by the Board of Deacons.
8. Serve as the Contact Person /Administrator for the church credit card. Deacons need to approve who may have a church credit card and the credit limit per card.
9. Serve as a resource person for the Missions Committee, the Finance Committee, the Property Team, and other committees as needed.
10. Be a liaison to the Church Aid Team in responding to requests for assistance, following the policies established by the Board of Deacons, of directing people to Pastoral Care.
11. Be a liaison to maintain a working relationship with Love INC, cooperating with their goal of meeting needs within the community and using their resources, when appropriate.
12. Be a liaison to maintain working relationships with local school districts, other non-profits, and other community churches with the goal of meeting the needs within our community.

Property Team

1. Work with the Property Chairman to make sure the church buildings and grounds are well cared for.
2. Be responsible for the work of the custodians, ensuring regular and efficient cleaning and any minor repairs to the buildings.

3. Respond to any comments regarding the cleaning, maintenance, and repair of the church buildings and grounds.
4. Maintain a list of all the service providers for the maintenance and repair of the church property, including heating/cooling systems, office machines, electrical systems, pest control, elevator inspection, fire safety equipment, etc. Call the providers when needed as directed by the Property Team.
5. Serve as a member of the Building Committee and assist in the implementation of the Design and Master Planning Schedule and the Building Program Schedule for major renovations to our church building.

Administrative Board

1. Meet with the Administrative Board and assist in implementing the decisions of the Board as directed. Meet with the Consistory when requested by the Administrative Board. Administrator will be a non-voting member.
2. Prepare the agenda for the Administrative Board in conversation with the Lead Pastor and the Chair of the Board. Prepare a template for the minutes for use by the clerk.
3. Comply with all the legal requirements of the state and federal government, including the filing of the annual non-profit report with the State of Michigan, and employee regulations.
4. Oversee the compliance of all the requirements of the RCA *Book of Church Order*, including the filing of the minutes of the consistory and board of elders with the classis.
5. Oversee the preparation, filing, and distributing of minutes and reports to consistory members, staff, committees, teams, and church members when requested.
6. Update the Consistory Rules of Order whenever changes are approved by the Consistory.
7. Assist the Lead Pastor and the Administrative Board in strategic planning for the church, as requested.
8. Assist the Lead Pastor and the Administrative Board in risk management and conflict resolution, as requested.
9. In conjunction with the Lead Pastor, oversee the preparation of the documents necessary for the nominations and election of Elders and Deacons, including the nominating ballots.
10. In conjunction with the Lead Pastor, oversee the contacting of the nominees by email and/or phone to ensure they are willing to serve.

Technology Team

1. Serve as a member of the Technology Team.
2. Need to show interest and willingness to learn how to assist in the training and trouble-shooting of the sound systems and multimedia systems in use within the church (sanctuary, educational building, and youth building).
3. Maintain a list of all the computers, office machines, and audio-visual equipment which would include a purchase date, warranty information, and a summary of the technical specifications.
4. Assist the staff and volunteers in the use of audio-visual equipment, as needed, in the educational programs of our church.
5. Check the security cameras in the church nursery at least monthly to make sure that they are functioning properly.

Attendance and Outreach

1. Oversee the content of the church website, Facebook page and other social media.
2. Be a liaison for reviewing the content of the Youth's social media.

Insurance

1. Maintain the files of all church insurance policies and become familiar with the coverages.
2. Evaluate periodically the insurance needs of the church to ensure adequate insurance coverages are in place, including property, liability, and vehicle insurance.
3. Conduct a complete review of our insurance policies once every three years with members of the Administrative Board.
4. Promptly respond to any injuries that occur on the church property or during a church activity.
5. Report accidental personal injuries and/or property damage to the insurance company.

Other

1. Create a spirit of unity among the staff under their supervision.
2. Carry out other assignments from the Lead Pastor and the Administrative Board.
3. Review and recommend the best practices in church administration using the resources available through The Church Network (formerly the National Association of Church Business Administration at www.nacba.net), Church Law and Tax Report (www.churchlawandtax.com), and/or other resources in church administration such as *Church Administration: Creating Efficiency for Effective Ministry Second Edition* by Robert H. Welch, *Smart Church Management: A Quality Guide to Church Administration* by Patricia S Lotich, *Church Administration and Finance Manual: Resources for Leading the Local Church* by Otto F. Crumroy Jr., and *Church Finance* by Michael E. Batts and Richard R. Hammar.

Education

Bachelor's degree preferred; however, appropriate office experience will also be considered.

Skills Needed

1. Ability to work independently and as part of a team.
2. Ability to communicate effectively orally and in writing.
3. Ability to work effectively with others to resolve conflicts.
4. Ability to learn new skills and troubleshoot problems.
5. Skilled in the use of current technology and software systems.
6. Knowledge of business principles, basic accounting and payroll procedures, church order requirements, reports, and deadlines.
7. Knowledge of office procedures required in the efficient management of a business office.

Wages: Will be paid an hourly wage. Hours will be recorded by administrator but approved by Lead Pastor. Administrator will approve everyone else's time cards, but not their own.

Evening meetings are 3-4 per month