



*Raising up followers of Christ,  
who impact our community and beyond  
with God's Love*

**Position Description:**

Director of Administration  
Grace Church, Lansing  
Lansing, IL 60438

**Function:** The primary responsibility of the Director of Administration is to support the Pastoral and ministry staff in the administration of the business functions of the church, while working closely with the Elders and Deacons. The director is a steward of the physical, financial and personnel resources of Grace Church.

**Accountability:** The Director of Administration will be accountable to the Senior Pastor and Executive Committee.

**Areas of Responsibility:** Specific responsibilities of the Director of Administration are listed below. However, he/she may assign specific tasks to the secretarial staff.

**Finance Manager:**

1. Liaison to the Bookkeeper and Deacons (specifically the Deacon Chair and Treasurer) to accomplish the task of day-to-day accounting, including payables, receivables, payroll, tax reporting, misc. HR, monthly reporting, etc.
2. Keep paid staff employee records (W2, background check, etc.)
3. Work closely with deacons and ministry leaders in the budgeted account management and preparations.
4. Assist Deacons with church insurance policies and claims reporting.
5. Work with the Deacons for the annual budget preparation for review by the Session and assist in presentations.
6. Assist Deacons with other Steward/Care functions of the church such as widow/widower/shut in calls, Deacon Banquet, Year-end tax statements for members, etc.

**Building and Grounds:**

1. Manage scheduling and all use of the buildings and facilities (including church owned van) for all functions, both church and community.
2. Maintain guidelines for use of church facilities, equipment and church owned van including the setting of fees (if any) by members, non-members or other organizations as approved by the Deacons or when necessary Session.
3. Maintain contracts with sub-contractors hired by the church. Point of contact for required inspections.
4. Liaison with the Custodian. Communicate building events/needs, sign etc
5. Liaison with Building & Grounds Chairman to keep him/her informed of any needs or issues that arise with the building or properties
6. Liaison with Van Chairman to keep him/her informed of any needs or issues that arise with the church owned van.
7. Maintain all church building keys, van keys, point of contact for distribution.

**Personnel Administration:**

1. Maintain job descriptions, contracts and housing agreements for all staff members. Coordinate staff schedules (ie. in office, vacation, etc.)
2. Oversee duties of secretarial staff.
3. Liaison to any other support staff.
4. Assist in setting goals for ministry and support staff in conjunction with the Senior Pastor and Ministry Director.
5. Assist in annual evaluations as directed and conducted by Executive Committee.
6. Promote a team atmosphere between pastors, ministry staff, support staff.
7. Evaluate, maintain, purchase and upgrade office furniture, equipment, software, ministry tool platforms, etc. as needed and with the approval of deacons when outside of budget.
8. Liaison to IT contractor for computer, phone, network needs. Onsite problem solver for immediate issues.

**Ministry Development (Administration, Education, Outside Ministries):**

1. Liaison to Administration, Education and Outside Ministries divisions as outlined on the Grace Church Organizational Chart. To keep ministries, staff, elders, deacons informed and connected to church functions and spiritual direction.
2. Assist in promotion of ministry events and opportunities.
3. Assist in implementing the ministry goals of our session, pastor and staff.
4. Assist in connecting members into ministries.
5. Order materials as requested from ministries
6. Prepare annual Ministry Reports for Congregational Meeting. Assist ministry in any submitted reports or agenda items for Session approval.
7. Maintain Child Protection Background Check Waiver Forms for Children's Church.

**General Administration:**

1. Facilitate and attend staff meetings.
2. Responsible for opening and distributing mail
3. Shared responsibility of Planning Center software platform.
4. Administrator responsibility to Servant Keeper and SK Notify.
5. Prepare Session, Elder & Congregational Meeting Agendas. Maintain Elder, Deacon Session, Congregational Meeting minutes.
6. Congregational Meeting Preparations from Nominations to Meeting documentation.
7. Maintain Organization Chart, annual Care Team assignments, Communion Dates, Meeting dates.
8. Prepare and submit annual denominational reports
9. Oversee and maintain files of all legal documents of the church.
10. Attend training/leadership seminars as requested or needed.
11. Perform other duties as assigned by the Session.

**Time Commitment:** 15-20 hour per week. If hours fluctuate, compensation will be at 18 hours per week.