



GRACE PRESBYTERIAN CHURCH PROPOSED POSITION DESCRIPTION
March 18, 2022

CHURCH EXECUTIVE ADMINISTRATOR

Classification: Full- Time, Exempt

General Purpose: The Church Executive Administrator oversees all the administrative affairs of the church.

Reports To: Senior Pastor

Supervises: Finance Accounting Manager, Facilities Director, Director of Communications, Media and IT Director, Director of Hospitality, CCB Database Coordinator, Administrative Assistants

Involvements: Senior Pastor; Staff Executive Leadership Team; Staff Ministry Leadership Team; Weekly all-staff meeting in which they communicate information pertaining to the administration, calendar, building usage, and other relevant operational information; Joint Officers Meetings; Diaconate; Finance Committee; Personnel Committee; Campus Outreach Board; other ad hoc teams

Key Job Responsibilities:

- Provides financial oversight and solutions to stewardship and funding including ministry budgets and audits, revenue tracking, payroll decisions, and stewardship practices.
- Manages all administrative staff
- Works with Senior Pastor to oversee the administrative and financial aspects of hiring and compensation of all employees.
- Oversees the usage, planning, maintenance, upkeep, and operations of the church building and grounds.
- Manages the IT support for the ministry including computers, technological services, maintenance of hardware and software, and media production.
- Oversees Human Resources programs such as staff evaluation, growth, discipline, and personal development of all employees. Includes keeping abreast of laws and regulations affecting employment, insurance, and church property.
- Manages church's safety efforts, including the evaluating and implementing best practices for our staff, congregation, and visitors, and vetting and approving our security team.
- Oversees churchwide communications.
- Oversees the usage and evaluation of the CCB database for staff members.
- Provides staff liaison, support, and development to the Diaconate.
- Oversees the welcome and hospitality of the church towards both guests and regular members.
- Manages and supports the Daily Operations to create a positive and productive work environment including identifying and developing supplies, equipment, and systems, staffing the front desk, managing and communicating the churches' master calendar and facility usage.
- Implement key initiatives and campaigns as needed.

Review: Reviewed annually