

Covenant Church

Position Description for Church Administrator

760 Emerson Drive NE, Palm Bay, FL 32907

covenantpalmbay.org

Point of contact: Executive Pastor, Jonathan Culley (jculley@covenantpalmbay.org)

To apply: Go to covenantpalmbay.org/apply

SUMMARY

The Church Administrator is responsible for assisting the Executive Pastor in overseeing and administering the business and operations of the church within the vision and values as established by the Session. This includes functions related to budget and finance, human resources, operational support, facilities maintenance, janitorial services, safety, security, legal, liability, and policies for all ministry operations. The Church Administrator supervises the Bookkeeper and other part-time support staff, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **Budget and finance.** Oversee the annual church budget process and church finance/accounting functions. Supervise the church Bookkeeper. Work closely with church staff to ensure the financial aspects of our church vision are implemented according to appropriate policies and best practices. Chair the Budget & Finance Committee and provide regular reports to/from them.
2. **Human resources.** Oversee all aspects of human resource management for church staff, including hiring/review/termination, benefits administration, legal compliance with labor and tax laws, compensation, and performance evaluations. Regularly review and update the Employee Handbook. Work closely with church staff to ensure compliance with appropriate policies and procedures.
3. **Facility maintenance.** Oversee and plan for the needs of existing church facilities, including maintenance, janitorial, groundskeeping, information technology (IT), phone systems, and capital repair/improvements. Supervise the janitorial and maintenance staff and functions. Oversee all facility-wide service contracts, including property-related insurances.
4. **Operational support.** Oversee the calendar/scheduling processes for all church events and ministry functions. Oversee communication staff and functions (website, social media, announcements, slides, email newsletters, etc.). Ensure facility and equipment needs (such as tables, chairs, projectors, room keys, etc.) are met for all church events. Oversee our First Impressions function on Sunday morning worship services. Provide operational support for other major church events, as needed.
5. **Deacon Liaison.** Attend Deacon meetings regularly and provide support functions for the Diaconate. Serve as a liaison between the Diaconate and staff.

6. **Volunteer coordination.** Assist with leading the overall process of recruiting, training, onboarding, and supporting volunteers across the various ministries in the church. Assist the Pastoral Staff with placing new visitors/members into roles of service. Oversee annual Volunteer Appreciation Dinner event. Work closely with the rest of the staff and Diaconate to coordinate and standardize these processes across the church.
7. **Safety and security.** Ensure ongoing safety and security of the church facilities and provide training, where appropriate. Oversee our risk management program and background check processes. Regularly review and update our established Emergency Operating Procedures (EOPs) and train staff and volunteers to meet our safety and security requirements.
8. **Legal, liability, and policies.** Provide legal and liability protections with appropriate insurances and consultation with legal counsel, as needed. Ensure all high-level policies related to the church (Session, staff) are maintained, accessible, reviewed regularly, and work with the Pastoral Staff to appropriately enforce them.
9. **Self-care/self-development.** Have healthy rhythms of self-care, including nurturing your soul, mind, body, relationships, and emotional life. Effectively balance work, family, and personal aspects of life. Actively seek to learn and sharpen your professional skills.
10. **Other duties**, as required.

QUALIFICATIONS: EDUCATION AND EXPERIENCE

A Bachelor's degree in Business, Accounting, Church Administration, or Non-Profit Management (or similar professional certifications) is highly preferred, but not required. If no such degrees or certifications have been achieved, then sufficient experience in a medium-to-large business or church setting where these skills have been developed and demonstrated is required.

QUALIFICATIONS: CHARACTER AND COMPETENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The primary qualifications for this position are as follows:

- Must be a “leader,” not just a “doer”
- A highly energetic and hard-working individual who is committed to getting the job done
- Must have a track record of teaming, recruiting, and delegating
- Must be a problem-solver—not afraid to roll up sleeves and figure things out; can-do attitude
- Strong interpersonal and communication skills (written and verbal)
- Must have a high degree of attention to detail and “systems thinking”
- Solid time management skills and organizational abilities; must be able to multi-task
- Ability to maintain strict confidentiality
- Open to innovation and creatively improving business processes
- An absolute commitment to excellence, professionalism, and safety
- A high degree of flexibility and self-control in stressful situations and environments

- Ability to meet deadlines and be punctual for meetings
- Ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently and not require a lot of daily coaching
- Must be a Christian who supports our overall church vision; must be or become an active member of our church

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. It is a non-smoking environment.

COMMENTS

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position; as the church grows more duties may be added. Under such circumstances, the required hours and proffered salary will be adjusted. Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Approved by:

Employee

Date

Executive Pastor

Date

ABOUT COVENANT

Our MISSION is to *“bring Gospel-restoration to people’s deepest needs and our broken world.”*

Our VALUES describe what is most important to us as a church:

1. **Living Authentically** – In a world of guilt and shame, we share together in the grace of God as we repent of our sins and heal from our wounds.

Demonstrated by:

- We preach the gospel to ourselves
- We are a safe place to be broken
- We cultivate an atmosphere of grace
- We pursue honest, redemptive relationships

2. **Praying Dependently** – In a world of self-reliance, we find power when we look to God rather than to ourselves.

Demonstrated by:

- We pursue daily, personal worship of God in Word & prayer
- We are led by the Holy Spirit personally in our decision-making through prayer
- We become humble by trusting God’s sovereignty
- We grow in faith by asking and receiving from God

3. **Proclaiming Graciously** – In a world of arrogance and hypocrisy, we declare the absolute truth of God’s Word and its message of gospel grace with boldness and kindness.

Demonstrated by:

- We are convinced that God’s Word is absolute truth
- We are winsomely reformed in our preaching, teaching, and worship
- We are relationally focused in our evangelism
- We are Reformed-Evangelical in our expression

4. **Connecting Intentionally** – In a world of isolation and loneliness, we deliberately invite people to experience gospel community with us.

Demonstrated by:

- We live out radical hospitality in our church and in our homes
- We are a culture of bringers and inviters
- We disciple in the context of Biblical community
- We are a church that intentionally connects with our city

5. **Caring Genuinely** – In a world of apathy and selfishness, we care for the deepest needs of people.

Demonstrated by:

- We care for each other's needs through our small groups
- We share practical help for those with practical needs
- We minister to the hurting through care ministries in our church and community
- We embody a Christ-centered approach to recovery and counseling

6. **Multiplying Concentrically** – In a world of hopelessness, we share the good news of the gospel to see people come to know Jesus as Savior across the street, across the tracks, and across the ocean.

Demonstrated by:

- We seek multiplicative growth of the family of God
- We share the gospel through personal evangelism and acts of compassion
- We raise up leaders to grow the kingdom and to church plant
- We are on mission locally and globally
- We live out the gospel where we live, work, and play

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