

PROSPER CHRISTIAN REFORMED CHURCH

Job Title: **Church Operations Administrator**

Reports to: The Elders of Prosper Christian Reformed Church

Pay Structure: Salary (\$40,000-\$50,000 depending upon skills & experience)

Hours per Week: 40 (negotiable)

Mission

The Church Administrator is responsible for supporting the pastor, elders, and deacons in their respective functions as they serve the church. The Church Administrator will work alongside church leaders and committees to ensure the work of the church is performed with timeliness and in good order, performing administrative tasks and coordination that achieve the following results:

- Mobilize the elders and deacons by servicing as a clearinghouse for congregational needs and functions, funneling such concerns to the appropriate channel.
- Manage all church personnel (the pastor excluded), volunteers, and coordinate extracurricular functions such as weddings and funerals.
- Minister to congregants by coordinating elder/deacon visits, engaging with new members, seeking to identify and address congregational needs, and coordinating new member classes and/or professions of faith.

Critical Functions

Manage educational and worship ministry logistical functions

- Schedule pulpit supply
- Oversee scheduling and coordination of the food ministry
- Collaborate with committees to ensure leadership, material, and yearly cadence for church ministries, including:
 - Small groups
 - Adventure Days
 - Youth Groups (Cadets, GEMS, JAM, High School Youth Group)
 - Sunday School & Catechism

Develop congregational engagement through the coordination of service and ministry opportunities

- Create, maintain, and schedule all volunteer opportunities, working with committees to ensure a healthy volunteer pipeline and ensuring that all church functions enjoy full volunteer staffing
- Integrate new members into the life of the church by introducing them to volunteer and congregational life opportunities such as small groups, youth groups, and programs that support the life of the church

Serve alongside committee chairs to ensure standard church cadences and functions are executed

- Ensure committee adherence to church calendar and proactive management of each committee's cadenced functions
- Coordinate committee staffing, encouraging healthy volunteer church, implementing service term limits and standard behaviors, where appropriate
- Maintain committee job description documents, working alongside each committee to ensure adherence
- Collaborate with committees to achieve functions described in committee job description and explore new ways for each committee to increase its impact and responsibilities

Liaise with the congregation on behalf of council

- Update and maintain the prayer line and prayer request publication
- Submit council updates
- Communicate with the congregation frequently throughout the week with email or other media, encouraging congregational prayer, providing updates, and supplying family worship ideas
- Reduce direct inquiries to the pastor and council members by serving as a point of contact for questions, complaints, and procedural matters
- Collaborate with committee chairs or volunteers to ensure the forward progress and ultimate implementation of actionable initiatives by the council

Will work to learn to perform technological and social media support

- Edit and Upload all services to online streaming sources in a timely manner
- Maintain the church website, uploading sermons, bulletin links, and updates weekly
- Maintain an active church social media presence, taking the lead in responding to inquiries
- Perform overflow and supporting audio/video responsibilities, taking primary responsibility for non-Sunday sound system requests
- Manage sign updates and communications
- Collaborate with Technology Committee to identify and implement new software and presentation tools

Serve as primary backup for critical church support roles

- Office administrator
- Audio/Video Sunday support
- Other roles, as designated by council

Expectations

- Ensure the delivery of all committee reports to the consistory each month
- Upload all services before the end of the day of the service

- Submit a monthly written report to consistory demonstrating activities completed and personal metrics
- Attend scheduled committee meetings.
- Submit expected pulpit supply recommendation to the consistory meeting, leaving no fewer than 30 days between the date of consistory approval and service date.
- Spend no fewer than 3 days in the church office each week, always maintaining a presence in the church on Monday.
- Attend all worship services
- Perform annual reviews with church staff

Behaviors and Competencies

- Spiritually mature
- Strong organizational skills
- Technologically proficient
- Collaborative for the purpose of engaging the church into the life and body of Prosper's ministry
- Must be (or become) a member of prosper church
- Demonstrate a high capacity for peacemaking, working alongside fellow servants in the church in a charitable and patient way
- Be quick to hear, slow to speak, and slow to anger
- Spend routine time in the study of Scripture
- Engage in, and promote, evangelism
- Possess a firm grasp of, and commitment to, reformed theology and the historic reformed faith regarding such issues as creation, complementarianism, the inerrancy of Scripture, and marriage and sexuality
- Set the believers an example in speech, in conduct, in love, in faith, in purity (1 Timothy 4:12)
- Live above reproach, without arrogance or quick temper, but hospitable, a lover of good, self-controlled, upright, holy, and disciplined (Titus 1:8)
- Hold firm to the trustworthy word as taught, so that instruction may be given in sound doctrine and also to rebuke those who contradict it (Titus 1:9)