



Administrative Coordinator

JOB SUMMARY

The Administrative Coordinator of Good News Baptist Church will primarily provides administrative support to the pastoral staff, ministry team leads and elders. This person will coordinate communications in the office and handle the day-to-day operations amongst the pastoral staff, Multimedia Coordinator, Fiscal Coordinator and church family.

JOB RELATIONSHIPS

Reports to.....Elder Personnel Representative, Pastor(s)
Works closely withFiscal Coordinator, Multimedia Coordinator, Pastor(s)
Direct chargesFiscal Coordinator and Multimedia Coordinator
Gets meeting minutes from.....Ministry Team Leaders, Finance & Budget Committee, and Elder Board

QUALIFICATIONS

Spiritual: Professes and demonstrates a personal relationship with Jesus Christ and biblical life-style. Is in agreement and subscribes annually to the Good News Statement of Faith, Code of Conduct and Church Covenant. This person will have a heart for the advancement of God's Kingdom and share a passion for the mission of Good News Church.

Required Skills

- Proficient in Microsoft Office and other software as dictated by the job.
- Demonstrated ability to work with and manage people as a servant leader.
- Good command of grammar and spelling in verbal and written communication
- Initiative to plan work schedule and complete work in an organized manner.
- Ability to relate well to people and foster a team atmosphere in the church staff including pastors and direct reports to achieve desired outcomes
- Ability to work independently and confidently in supporting the ministries of the church.
- Proper office telephone and social media etiquette.
- Experience using various office machines and equipment: copiers, printers, folding machines and duplicators.
- Ability to keyboard with accuracy.
- Demonstrated ability to appropriately delegate office duties to direct reports
- Ability to identify and problem solve communication limitations between the staff and church leaders and ministry leaders and congregation.

Desired Skills

- Human resource experience
- Knowledge of social media

ESSENCIAL JOB RESPONSIBILITIES

CHURCH ADMINISTRATIVE/OFFICE MANAGEMENT

1. Serve as the primary office person for communications with the staff and attenders of Good News including the ministry teams, Elders and volunteers.
2. Provides direction and oversees the duties of the Fiscal Coordinator and Multimedia Coordinator.
3. Update and redesign, as necessary, church publications (e.g., directory, ministry team manual, organizational structure handout, etc.). (Will do computer work - production of these may be handled by office volunteers).
4. Update church manuals as needed with church documents, policies, position descriptions, and other pertinent information relating to the organization of the church.
5. Order and stock all office supplies; order office equipment repair and maintenance. Research new office equipment, software, and resources. Also order janitorial supplies as needed.
6. Sort and distribute mail.
7. Perform general receptionist duties.
8. Handle publicity for the church: place announcements/articles in area newspapers and contact area radio stations.
9. Check for emails daily and disburse or respond as needed.
10. Maintain a church calendar for the pastors and ministry volunteers.
11. Maintain updated congregational computer records (new attenders, Membership, personal information, Elder lists, etc.); maintain church database.
12. Maintain records of computer-related subscriptions and renew or update, if necessary (e.g., Antivirus programs, QuickBooks, Applied Technology, etc.).
13. Maintain records of office or tax-law-related subscriptions and renew or update, if necessary (Church Finance and Church Law & Tax Report, etc.).
14. Develop and maintain a church office filing system.
15. Maintain ongoing records of church officers, chairs and members of ministry teams, their ministries and leaders, and chairs and members of standing and special committees.
16. Maintain records of meetings of elder board, Finance & Budget Committee, ministry board, church quarterly and annual business meetings.
17. Attend weekly staff meeting- facilitate, organize and assist as needed.
18. Working with the Children's and Youth Ministry teams, assist with enforcement of Youth Abuse Prevention policy [by notifying Elder in charge of background checks when new applications are received;] produce & send out letters of reference when notified background checks are done.
19. Update Approved Workers spreadsheet when applicants are approved.
20. Work with the youth ministry team and youth pastor to enter and maintain youth database. Also as needed produce copies of permission slips and other documents for the youth ministry.

21. Update information in the foyer racks and other locations throughout the church.
22. Maintain and update church-mailbox information.
23. Hold and distribute/collect church keys, maintain log of permanent and temporary assignees, collect, and refund deposits.
24. Create and distribute baptismal certificates and Child Dedication cards.
25. Work with the Care ministry to send out sympathy/ get-well cards signed by the church staff as indicated; **send flowers from church for funerals as directed by pastors.**
26. Coordinate in-person office coverage with the Multimedia and Fiscal Coordinators.
27. Work with the Pastors and Elders to coordinate communication with the Ministry Team.
28. Maintain and organize building use requests and give to Finance Coordinator to present to the Finance & Budget committee for approval.

Special Notation:

The preceding statements are intended to describe the general nature and level of work being performed by people in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

DESIRED JOB RESPONSIBILITIES

Do research as necessary to be in compliance with regulations regarding non-profit corporation laws, tax laws copyright law, workplace regulations including OSHA

STANDARD OF PERFORMANCE

The Administrative Coordinator will act as a team member with pastor(s) and other staff in the church office ministry. All confidences will be kept within the confines of the office. Hospitality will be extended to every person entering the office to create an atmosphere of love, concern, and support.

COMMENTS

The Administrative Coordinator will work 20-24 hours per week as needed and receive benefits each year in accordance with church policy and by written contract of agreement.

This applicant will pass a background check.

Good News Church affirms that the Bible is the infallible Word of God with supreme authority in matters of faith and conduct and further affirms that a Christian should live for the glory of God.

Updated Job Description: February 23, 2009, September 22, 2017, May 10, 2018, November 11, 2019, May 24, 2021, June 23, 2022 April 7, 2023 Elder approval 5-1-23