



CHRIST COVENANT
CHURCH

Ministry Administrator

IN SUPPORT OF THE SENIOR ASSOCIATE PASTOR, PASTOR OF SENIOR ADULTS,
AND THE PASTOR OF STUDENT FAMILIES

SUMMARY JOB DESCRIPTION:

Reporting to the Senior Associate Pastor, this full-time Ministry Administrator will provide administrative support to enable to effectiveness of the Senior Associate Pastor in the areas for which he is responsible. Additionally, they will equip the Pastor of Senior Adults and the Pastor of Student Families, church staff, church leadership and volunteers to be effective and efficient in ministry. They will serve as a “gate-keeper” of information and be a resource to a multi-faceted ministry team as well as organize and manage events, libraries and databases for these pastors and communities.

QUALIFICATIONS:

- Commitment to Jesus Christ as Savior and Lord and to the vision of Christ Covenant Church. Ministry minded - able to see the eternal investment in daily work responsibilities.
- Eager to enable the success of the Pastors and to enhance community among staff.
- Regularly attending and involved member of an evangelical, Bible-believing church. Preference is given to members of Christ Covenant Church.
- Bachelor’s degree in any discipline preferred or requisite experience.
- Strong administrative and organizational skills and computer proficiency (MS Word, MS Excel, MS PowerPoint, Publisher, Outlook). Previous experience working in an office environment and with a team.
- Ability to multi-task and work efficiently in an active and busy environment. High flexibility/adaptability. Able to maintain a calm demeanor and think clearly both independently and within a team-oriented environment. Ability to get things done without sacrificing relationships.
- Excellent interpersonal skills and ability to communicate effectively and professionally with various church constituents such as volunteers, Elders, Deacons, community, staff, and vendors. Proven success at communicating, listening and inviting.
- Strong sense of ownership/responsibility. Proactive, takes initiative, demonstrates the ability to operate independently (with support from the Sr. Associate Pastor).
- Position requires daily contact with confidential information therefore individual must have a proven degree of credibility and professional maturity.
- Intelligence, alertness, ability to grasp subjects quickly

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Administrative support of Pastors
 - Handle all internal and external communication for designated Pastors.
 - Schedule meetings, appointments, maintain calendar, handle expense reports.
 - Maintain an orderly and organized work environment with the ability to multitask.
 - Answer and field all phone calls in an appropriate manner and with a winsome attitude.
 - Attend weekly Admin Team meetings.

- Other duties as required.
- Specific Administrative support for designated Pastors and overall team
 - Assisting in Sunday school preparation (typing lesson notes, copying lessons, preparing notebooks).
 - Support for various leadership teams.
 - Help oversee logistics in special projects.
 - Help with the distribution of the monthly Senior Newsletter and coordination of monthly lunches.
 - Coordinate details associated with conferences and events overseen by pastors.
 - Manage other specific requests from supported pastors.
 - Work with Senior Pastor's Administrative Assistant to accomplish larger projects or expectations when called upon.
- Administrative support for Young Seniors, Senior Adults, and Student Families Communities
 - Good knowledge of these ministries and how they operate.
 - Assist in membership database, communication and copying.
 - Coordination of activities and events.
- Administrative Support for Shepherding and Discipleship
 - Basic knowledge of these ministries
 - Assist in membership database, communication, copying and scheduling events
 - Work with Senior Associate Pastor to manage membership database for new members and departing members.
- Recruit, coordinate and manage volunteers in ministry area
 - Recruit qualified volunteers to perform ministry tasks, assuring that they are equipped with proper training, guidance, resources and encouragement.
 - Manage day-to-day functions of ministry volunteers.
- Maintain working knowledge of relevant CCC budgets, church and staff structure, membership database and policies and procedures.
 - Keep current understanding of ministry budgets, monitoring expenses and providing updates and suggestions as needed.
 - Maintain understanding of church structure, particularly staff and leadership alignment.
 - Maintain working knowledge of all policies and procedures of the church to ensure compliance in all areas.
 - Maintain strong knowledge of membership database to assist pastors and staff in leveraging the information for effective ministry.
 - Maintain Pastor on call schedule.

REPORTING RELATIONSHIPS:

This position reports directly to Senior Associate Pastor.

PHYSICAL ABILITIES:

- Position involves light to medium walking, standing, stooping, carrying and lifting of lightweight materials (under 25 pounds).
- Requires visual acuity to read numbers, letters, and images; depth perception; hand and finger dexterity to use a keyboard at an advanced rate, and hand-eye coordination.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.