



CHRIST COVENANT  
CHURCH

## Ministry Associate for Church Administration Administration Department

### Summary Job Description

Reporting to the Sr. Director of Church Administration, the full-time Ministry Associate for Church Administration will provide administrative support to enable the effectiveness of the Sr. Director of Church Administration in the areas for which he is responsible; Operations, Human Resources, IT, Communications, Risk Management and Finance. This person will also work independently with limited supervision and have a proven degree of credibility and professional maturity.

### Qualifications

- Committed follower of Jesus Christ, reflecting a desire to serve Him and others in work and life. Committed to personal integrity and prayer in all aspects of personal and professional life.
- Eager to enable the Sr. Director of Church Administration to be highly effective.
- Bachelor's degree in any field.
- Strong administrative and organizational skills and computer proficiency (MS Word, MS Excel, MS PowerPoint, Publisher, Outlook). Previous experience in managing and organizing a work environment.
- Basic office skills – typing, filing, project management.
- Strong ability to lead, create, and improve work processes to drive church and school ministry success. Demonstrated dedication to providing excellent customer service at all times.
- Strong sense of ownership/responsibility. Proactive, takes initiative, demonstrates the ability to operate independently (with strong support from the Sr. Director).
- Excellent interpersonal skills and ability to communicate effectively and professionally with various church constituents such as volunteers, Elders, Deacons, community, staff, and vendors.
- Position requires daily contact with confidential information therefore individual must have a proven degree of credibility and professional maturity.
- 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.

### Essential Functions & Responsibilities

Duties Include:

- Assist and support Sr. Director of Church Administration with daily responsibilities, appointment scheduling, correspondence, reports, special projects and preparation for meetings.
- Supervise church office receptionist staff.
- Administer and evaluate C.A.R.E. (Caring Adults in a Responsible Environment) child protection policy for church staff, leadership and volunteers.
  - Monitor and maintain policies pertaining to C.A.R.E.
  - Perform background checks on employees and volunteers
  - Coordinate Annual Worker Renewal Application forms for each department



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- Oversee and negotiate the renewal of office equipment and personnel contracts.
- Maintain church leadership records. Assist with record retention and organization of Sr. Director of Church Administration's files.
- Maintain Policies and Procedures manuals for Finance & Employee Handbook.
- Manage Churchwide Calendar and prepare for annual calendar planning meeting. Work in tandem with Operations Ministry Administrator to see that facilities are reserved for ministry spaces and assist with the details of event planning.
- Assist Human Resources Manager.
  - Annual performance appraisal system
  - Assist with recruiting for vacant/new positions, reviewing applications and resumes, orientation of new employees
  - Editing and maintaining job descriptions
  - Perform background checks and motor vehicle reports on employees
  - Maintain organizational chart and church/school staff phone lists
- Oversee risk management of the church and school.
  - Liaising with insurance agents and implementing/interpreting for staff
  - Coordinate annual renewal of General Liability, Auto, Worker's Comp and International policies. Communicates policy changes to school's business office
  - Assist with filing worker's comp claims
- Serve as liaison between the Sr. Director of Administration, the Administration & Finance office and all other church departments as needed. Facilitate weekly Admin meetings.

### **Reporting Relationship**

This position reports directly to the Sr. Director of Church Administration

### **Physical Demands**

The employee is required to talk and/or hear, reach and lift with arms and hands. Must be able to lift 40 pounds.