



JOB TITLE: Assistant Church Administrator

Reports To: Church Administrator

FLSA Status: Exempt

Date: June 2019

SUMMARY:

The Assistant Church Administrator collaborates with and may act on behalf of the Church Administrator to oversee and provide guidance on daily operations for the 8,000-member Alfred Street Baptist Church located in Alexandria, VA. Our mission is to proclaim the Gospel of Jesus Christ, uphold the beliefs of the Christian faith, and to make disciples for Christ.

A key responsibility of this position is to enhance the church's internal and external organizational processes and infrastructure, and efficiently respond to growth as its 501(c)(3) religious mission is fulfilled. The incumbent is responsible for improving day-to-day operations management, quality assurance, and streamlining business practices.

The incumbent must love people and have a desire to see them come to faith in Jesus Christ and to grow spiritually. The Assistant Church Administrator must be spiritually mature and walk at the highest levels of integrity, trust, and honesty. The incumbent must also be an excellent communicator and listener. This position requires discretion and sensitivity in handling personal and confidential information about staff, volunteers, and members. The ideal candidate is looking to increase their management skills and strategic perspective in a non-profit organization.

This is a full-time, exempt position, which reports directly to the Church Administrator.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Assistant Church Administrator position's primary responsibilities include but are not limited to the following:

Daily Operations:

- Ensures high quality, responsive services are provided to members, staff, committees, and external partners. Analyzes and utilizes metrics to strengthen delivery of operations and services.
- Oversees and monitors the accuracy of member records and information for church staff and ministry use in nurturing individuals through their faith journey, for maintaining care connections and for understanding the changing needs and demographics of the congregation.
- Establishes effective working relationships across Alfred Street Baptist Church.
- Provides advice and counsel to the Church Administrator and department heads.
- Reviews and serves as the preliminary approver for purchase requests to present to the Church Administrator for final approval and signature. Serves as backup signatory official.
- Reviews contract requests to ensure compliance with procurement policies and procedures.
- Ensures timely delivery of annual member contribution notifications, W-2's and 1099's.
- Assists with managing church vendors, contracts and competitive bid procedures. Ensures high quality vendor services and management. Oversees the procurement processes.
- Ensures an inventory of church property and equipment is maintained.
- Works with the Finance Director to develop an annual capital budget for the church.
- Collaborates with Church Administrator and department heads to ensure integration and alignment of initiatives and resources.
- Helps facilitate clear and consistent communication between departments and among all staff. Handles and resolves disputes within or related among staff.

Operational Effectiveness

- Develops, in collaboration with department heads, processes that continually improve operational efficiency of the church office.
- Conducts annual review to ensure adequate insurance coverage is in effect for all identified areas of risk.
- Ensures that office automation systems and AV systems are supported with the required technical capability.
- Reviews annually the maintenance needs of church property and facilities. Provides leadership for maintenance and repairs of physical properties and ensures that schedules for cleaning, painting, and renovations are established.
- Ensures that space utilization allocation is optimized.
- Conducts operational and functional audits and studies to improve organizational efficiency and design of deployment of staff.
- Reports to the Church Administrator immediately any issues, problems, updates, or questions that could impact organizational effectiveness and productivity.
- Maintains an awareness of all areas of legal compliance matters that impact the church.
- Stays abreast of emerging computer technology that could benefit church operations.

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Project and Policy Management

- Develops resources and training on various topics for staff, committees and other key individuals.
- Provides administrative guidance and support for the work of the church office staff.
- Facilitates the establishment, review, and oversight for church-wide policies, procedures, and related communications. Coordinates policy development for all church business operations.
- Ensures that various projects related to business operations are completed in the best interest of the church.
- Coordinates technology migration planning and training.

Meetings and Events

- Represents Church Administrator and operational staff at meetings as needed. Assists with presentations to internal and external audiences.
- Partners with Human Resources and managers to develop agenda and logistics for all employee events.
- Organizes and provides support for weekly meetings of senior staff.
- Publicizes and announces church wide meetings as required in the Constitution.
- Attends Church Council and committee meetings as appropriate.
- Supports/oversees the weekend operations of the church as necessary. This may include, but is not limited to, regularly attending weekend worship services and events.
- The Assistant Church Administrator may be delegated to represent the church and the church's interest before members; general public; city officials; politicians; and outside institutions.

MANAGEMENT RESPONSIBILITIES:

The Assistant Church Administrator will have managerial responsibility for several business operations departments. This position also carries out supervisory responsibilities in the absence of the Church Administrator in accordance with the church's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; addressing complaints and resolving problems.

CORE COMPETENCIES REQUIRED:

- Demonstrated faith and practice compatible with Baptist policy and governance.
- Must be process-oriented with a keen sense of detail.
- Demonstrated spiritual maturity and commitment to Christian values and lifestyle.
- Must possess a collaborative style, strong work ethic, and commitment to excellence.
- Must possess expert conflict resolution skills.
- Demonstrated excellent customer service, interpersonal, verbal and written communication skills.
- Proficiency in office technology including Microsoft Office – Word, Project, Excel, Outlook and PowerPoint.
- Experience negotiating contracts, leases or agreements.
- Database and computer application systems experience.
- Budget development and preparation experience.
- Supervisory experience.

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- Timely and consistent attendance and availability in the evenings and weekends for committee, church leadership meetings or church issues needing immediate attention.
- Ability to meet deadlines and maintain confidentiality.

EDUCATION, CERTIFICATIONS AND LICENSES:

- Bachelor's degree in business administration, management, and accounting or in a related field is required.
- Master's degree in Business, or Public Administration is highly preferred.

EXPERIENCE:

- Five years of experience, with at least three years in senior management or equivalent professional experience in management/supervision working in a large, complex organization is desirable.
- Prior church administration or non-profit experience or service.
- Business operations experience is required.

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 regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color 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 usually moderate.

Equal Opportunity:

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.

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How to apply: Please submit a resume and cover letter to, Human Resources, 325 South Patrick Street, Alexandria, Virginia 22314 or email careers@alfredstreet.org