

# Journey Mennonite Church

## Church Administrator Duties & Responsibilities

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**Office hours:** Monday-Friday, 9:00 am -5:00 pm

**Reports to:** Administrative Pastor

### **Staff Team Expectations** (Taken from *Building Healthy Teams* by Dale Galloway)

- A personal relationship with Jesus Christ and a passion for God.
- Able to keep information confidential.
- Positive Attitude.
- Enthusiasm.
- Enjoys working with people.
- Team player (*cooperation builds a team; competition tears a team apart*).
- Possesses the spiritual gifts and abilities for the staff position for which they are hired.
- Flexible.
- Fits in with other staff members.
- Teachable/adjustable.
- High self-esteem.
- Healthy personality.

### **Skills & Abilities needed**

- Ability to manage multiple projects.
- Can organize events and information for publication.
- Smiles at interruptions.
- Detail-oriented.
- Skilled in computer applications: Microsoft Office, web design, databases and willing to learn new technology.
- Long on patience.
- Able to recruit volunteers.

### **Responsibilities**

#### Communications

- E-connections
- Bulletin oversight (proofing, design)
- Website updates
- Sermons online
- Campus info on Facebook
- Announcement Slides (for screens)
- PCO (announcements)
- Story from the Journey
- Graphics for sermon series
- Weather cancellation communications for all campuses
- Howard's sermon Power Point as needed
- Preparation of Publications; Promotional & Printed Materials (various times according to specific projects & programs)
  - Events, Informational fliers, church letters, ballots, bulletin inserts, new releases,

new attender packets, ads, Postcards (ex; McPherson outreach cards, VBS, women's ministry)

#### Electronic / Software

- Update video to PCO or EZ Worship
- Constant Contact - administration
- The HUB – knowledge, running reports, usage
- Website design & maintenance
- New computer prep (install Anti-virus, Microsoft Office, installing copier driver)
- Internet (Cox)
- Mobile phone management
- Uniquely You Profile management

#### Facilities and equipment

- Campus Security; key codes and key distribution (Judy change codes at Yoder)
- Trustee teams communication
- Custodial hiring and management
- Vehicle insurance

#### Other

- Membership Class: certifications, invitations, food, books
- Organizing church gatherings (Celebration Sundays, Carry-in dinners, annual meetings, etc)
- Conference Registrations / Travel & Lodging arrangements / Communicating with Delegates
- Weddings/Funerals
- Ordering: Office supplies, gift bag supplies
- Membership records
- Assists Administrative assistant as needed.
- Assist with the enrollment of employee benefits such as medical insurance and disability insurance.
- Budget input for Central Services

5/4/15