

## Minister of Administration Job Description

**Title:** Minister of Administration

**Reports to:** Senior Minister and the Elders

**Status:** Full time

**Date Created:** February 2023 **Revised:** April 2023

### Job Overview

The Minister of Administration will oversee the day-to-day operations of the church and support the Senior Minister in making decisions and determining the overall church direction. The person filling this position will work with staff to set goals and prioritize activities that will ensure execution of the church's mission and vision. The Minister of Administration will be a liaison between different parties to help promote unity in the church.

### Responsibilities & Duties

- Works with the Senior Minister to determine the overall direction of the church and develop strategies to guide the church in that direction.
- Regularly meets with individual staff members to evaluate ministry effectiveness and ensure the overall mission and direction of the church continues to be met. This will include an annual performance review for each staff member to encourage and equip each person for the role they fill.
- Responsible for human resources, including staff benefits and collaborating with the Senior Minister to hire, reposition, transition, and dismiss staff. Will have direct supervision over all staff except for the Senior Minister.
- Responsible for the finances and the creation of the annual budget in conjunction with the Northside Christian Church Operation Committee (NCCOC)
- Attends the following meetings to help unify Northside Christian Church's mission and help proper communication take place between the various groups: Elders, NCCOC, Northside Christian Academy (NCA), and weekly staff meetings.
- Responsible for the management of the facilities including any large repairs or new building projects.
- Assists in developing leaders within the church that can fill leadership roles in the future.
- Serves as the Superintendent of NCA.
- Financially supports the work of Northside Christian Church (NCC) by faithfully contributing to this local body.
- Performs other duties as needed.

### Qualifications

- Growing relationship with Jesus evidenced by bearing fruit
- Above-reproach character with a Kingdom focus
- Strong leadership and communication skills with the ability to handle tough situations with love
- Approachable and good communicator
- Problem solver
- Preferred Ministry degree with business management experience or Business degree with ministry experience
- Preferred 5+ years of experience in business and/or ministry