

**Brookside Christian Reformed Church  
Administrator Job Description**

**Qualifications:**

1. Gives evidence of deep love for Christ and His church.
2. Degree in related field giving evidence of an ability to organize, lead, encourage, motivate, and work with others.
3. Ability to represent the church and its interests in a manner befitting the position as a key representative of the church and congregation.
4. Ability to communicate well both verbally and in written communication.

**Duties and Responsibilities:**

The Administrator is accountable to the Senior Pastor for guiding the administrative operations of the church (25 hours/week).

**General Administration**

Manage the daily administrative operations of the church, assisting the Senior Pastor in the implementation of Brookside's vision consistent with the budgets, policies, and plans adopted by the Council.

1. Provide ongoing review and oversight of administrative functions, procedures and policies, preparing recommendations for improvement as needed.
2. Partner with ministry leaders to promote clarity, conviction, credibility, consistency, and compassion in the church's corporate communications (i.e., bulletins, newsletters, websites, etc.).
3. Supervise the work of the Secretary, Custodian, Bookkeeper, and Network Administrator.
4. Assist the church in the need for and evaluation of policies and procedures.
5. Other duties as assigned by the Senior Pastor.

**Finance**

1. Activate and manage the staff and Finance Team's preparation of the annual budget and subsequent operation within the budget.
2. Guide the Finance Team in their monitoring of budget expenditures, paying particular attention to facilities, equipment, personnel, and office budgets.

**Personnel**

1. Maintain and administer records, policies and procedures regarding staff personnel.
2. Promote the Personnel Team's development and review of policies, procedures, and job descriptions for church staff.

**Facility**

1. Oversee facility usage policies and procedures.
2. Guide the Building and Grounds Team in their maintenance, care and development of all properties and buildings.