

JOB DESCRIPTION: PART-TIME PASTORAL ADMINISTRATOR

Primary Function:

As the Pastoral Administrator you will report to the Senior Leader and be responsible for the effective and efficient administration of the day-to-day operations of the church. In addition, you will be a part of the Staff Team, working with the Staff, Elders and Ministry Leaders to accomplish the church's mission and vision.

Status:

- Part-time (20 hours per week)
- Must be available Tuesdays (for Staff Meetings) and Sundays (for Sunday Services)
- Some evening/weekend work required (based on rental requests and FCI special events)

Church Administration Duties:

- Schedule and co-ordinate the use of church facilities for various church groups/ministries
- Co-ordinate special events (working with staff to determine who is responsible for what for each event)
- Rentals: respond to rental requests, complete Rental Agreements, co-ordinate rental requirements
- Take registrations for Sunday Services, and for all conferences/seminars/events (track who is attending; whether they have paid/not paid, track revenue and expenses for each event)
- Website maintenance (edits/updates), and ongoing updates to the FCI Church App
- General administration: collect and distribute mail; answer phones; respond to general emails
- Organize and maintain building key and alarm code access, liaison with alarm company
- Maintain FCI *BaseCamp* (ongoing updates to the church roster, church calendar, etc.)
- Manage staff @freedomcentre.com email accounts and track staff vacations
- General errands (to purchase church supplies and/or items needed for special events)
- Look into alternate suppliers as required (better service, better prices, etc.)

Sunday Service Duties:

- Distribute weekly communication email regarding who's doing what for upcoming Sunday service
- Ensure facility is ready (check lights, chair setup, cleanliness, heat/air conditioning, washroom supplies, foyer setup, etc.)
- Set up terminals at beginning of service; close terminal batches at the end of service and remove terminals
- Lock up after Sunday Service (ensure lights off, taps off, doors locked, alarm on)
- There is a pastoral element to this role; you will work with Staff as needed to assist with pastoral needs of the congregation

"And in the church God has appointed... those with gifts of administration" (1 Cor. 12:28, NIV).