

Shepherd of the Hills

Job Description – Administrator

Full Time - 40 hours/wk

Reports to Senior Pastor

Spend time in prayer and God's Word daily seeking God's will for the congregation and direction in carrying out day to day responsibilities

Manage the day to day administration/operation of the church while ensuring a well-organized and welcoming environment for our congregation, visitors and staff.

Business/Finance Responsibilities: manage the day to day finances of the church

- a. Oversee the collection, processing, depositing, recording and disbursement of all church monies
- b. Process accounts payable in a timely manner for payment by the Financial Secretary. This includes oversight of the Check Request Processors.
- c. Arrange all insurance coverage
- d. Oversee the recording and maintenance of accurate contribution records. This includes mentoring, managing, and overseeing the Contributions Coordinator and the Offering Counters.
- e. Maintain and oversee purchasing policies
- f. Prepare and present the annual church budget under the direction of the Board and the Senior Pastor
- g. Prepare and present the monthly church financials to the Senior Pastor and Board
- h. Present the budget to the Board of Directors
- i. Liaison to the banks
- j. Oversee the Financial Secretary
- k. Review and prepare for contribution entry, by the Contribution Coordinator, the online giving donations through RebelGive
- l. Manages the receipts and disbursements of tithe funds in National Christian Foundation

Facility Responsibilities: manage the day to day operation of the facility

- a. Oversee and coordinate with the Cleaning staff, the Facility Coordinators, to ensure the cleanliness and maintenance of the SOTH facility; communicate building needs with Facilities Task Force.
- b. Authorize necessary repairs to be done in the most economical manner and within the limitations of the annual church budget
- c. Oversee the scheduling and utilization of the church facility
- d. Oversee the updating, when necessary, of the Facilities Rental Reservation Form
- e. Oversee that all office equipment is properly maintained and in good working order
- f. Select vendors/contractors to provide all necessary building services/maintenance
 - i. Negotiate and sign all contracts
 - ii. Maintain instruction manuals, contracts, and warranties on all equipment
 - iii. Review contracts and performance of contractors and vendors
- g. Responsible for facility security: keys, security system, knowledge of alarm system procedures and responding to all alarm warning notifications; support Safety Task Force & attend meetings
- h. Oversee computer support for the church
- i. Maintain files of all legal documents
- j. Purchase of some janitorial supplies: toilet paper, paper towels, soap, neutral floor cleaner, bathroom deodorizers, bug sprays...

Staff Administration Responsibilities: manage the day to day administration of the church

- a. Oversee the development and maintenance of a Policies and Procedures Manual for all ministry staff
- b. Oversee orientation for new hires
- c. Shepherd direct report staff = model and provide training, inspiration and motivation to ensure that they are maturing in their faith, growing in their relationships and upgrading their skills and give annual performance reviews. Show appreciation for jobs well done, successful events/ministries, personal development/growth
- d. Oversee and maintain job descriptions for all ministry and admin staff
- e. Process all paperwork associated with hiring, termination, and on-going employment: health insurance and other benefit forms
- f. Prepare agenda for staff meetings
- g. Attend staff meetings and other leadership meetings as necessary
- h. Attend Leadership Development Opportunities
- i. Facilitate Full Team Meetings

Board of Director Administrative Responsibilities:

- a. In conjunction with the Senior Pastor/Board President prepare and distribute the meeting agenda
- b. In conjunction with the Recording Secretary & Pastor prepare and distribute the meeting minutes
- c. Serve as the Liaison between the Staff and the Board

Executive Assistant Responsibilities: Assist the Senior Pastor

- a. Meet weekly with the Senior Pastor
- b. Assist with the planning of the Church Vision - long and short term
- c. Maintain consistent presence in the building to be liaison between Senior Pastor & Congregation
- d. Pewaukee Ministerium – administer the checkbook, keep financial records, notify members of monthly meetings and include the financial report, liaison with the bank

React to change productively and handle other essential tasks as assigned by the Board and Senior Pastor.

Revised: Sept 2024