

JOB TITLE: Administrator

REVISION DATE: 2/25

DEPARTMENT: Administration

REPORTS TO: Church Council

JOB SUMMARY: The Administrator is responsible for overseeing and ensuring that the daily operations of the Church and all of its ministry areas are efficient, compliant, and aligned with Nazareth's beliefs and policies. The Administrator adheres to NELC's performance expectations as outlined in the NELC Employee Handbook and performs all defined services and other related duties in accordance with the mission, vision, and values of the church described in the NELC By-Laws.

PREREQUISITE QUALIFICATIONS:

- A. Education: Education sufficient to perform duties, tasks, and responsibilities associated with this position.
- B. Experience: A minimum of five years of active related ministry experience.

SPIRITUAL

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Strive to show by example the importance of the spiritual disciplines of worship, scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Understand and agree with NELC's Confession of Faith, *Speaking The Truth in Love* document, and mission.

BASIC QUALIFICATIONS

- Have a personal relationship with Jesus Christ.
- Be committed to furthering NELC's mission as a faith-based ministry.
- Agree to uphold the Confession of Faith as described in the NELC By-Laws.
- Be willing to submit to and honor the standards and expectations outlined in the NELC Employee Handbook.

DUTIES, TASKS AND RESPONSIBILITIES:

A. Oversees and Manages Financial Operations

- Collaborates with church finance staff to plan, prepare, and monitor the annual budget.
- Approves spending distributions within the church, including spending both within and outside of the budget.
- Works with financial institutions to secure transactions and optimal return on accounts.
- Monitors, reconciles, and is able to process payroll for staff and contractors.
- Updates, maintains, and adheres to the NELC Financial Handbook.
- Supervises the Accountant and Finance Manager.

B. Oversees and Manages Administrative Operations

- Ensures Membership Database is updated and maintained.

- Works with staff to ensure all communication is updated, has clear messaging, and is sent in a timely manner.
- Supervises Communications Director and Administrative Assistant.

C. Acts as Human Resource Director for Staff

- Responsible for creating, maintaining, and updating all job descriptions.
- Manages the hiring process for all staff including recruitment, interviews, selection, paperwork, compensation package, and orientation.
- Verifies all staff evaluations are completed in a timely manner.
- Reviews, selects, and implements health insurance plans, retirement plans, and all benefit offerings for staff.
- Updates and maintains Employee Handbook including recommended policy changes.
- Administers, reports, and documents any grievances, disciplinary actions, or incidents.
- Maintains knowledge of, and adheres to laws, regulations, and best personnel practices.

D. Ensures Property and Grounds are Well Maintained

- Supervises the Facility Director.
- Ensures facilities and grounds are cleaned per schedule, safe, secure, and well-maintained.
- Works with insurance companies and outside vendors to ensure adequate coverage and negotiates fair contracts for services rendered.
- Collaborates with Facilities Director to identify property and facility needs and secures bids for work to be done.

E. Collaborates with Pastors and Council for Ministry Direction

- Participates in Council Meetings and Core team Meetings.
- Contributes ideas and strategies to enhance and direct the ministries of the church.
- Fosters connections with, and gathers input from other organizations that are leading like-minded ministries.
- Helps promote and facilitate integration of ministry direction within the staff and the church.

F. Maintains open communication

- Maintains open communication with NELC Congregational Leaders.
- Regularly communicates with all NELC Ministry Teams as needed.
- Attends staff meetings and coordinates activities with other staff as required in performance of other assigned responsibilities.
- Effectively communicates pertinent information in a timely manner.

G. Adheres to all safety policies and procedures

- Maintains a safe working environment and practices safe working habits.
- Knows and can demonstrate emergency procedures for fire disaster, tornado, and other emergency situations.

MISSION

*Living together in God's amazing grace, we invite all people to know Christ,
grow in Christ and make Christ known.*

VISION

"Getting our Hands Dirty for the Cause of Christ!"

VALUES

*Responsiveness
Holy Discontent
Leading Beyond our Walls
Relationships*