

Roseville Covenant Church

Job Description: Church Administrator – Full Time

Purpose

Roseville Covenant is a 60-year-old congregation located just north of Minneapolis and St. Paul, Minnesota. We are an intergenerational spiritual family encouraging people to be wholehearted followers of Jesus Christ. We are one of approximately 900 congregations of the Evangelical Covenant Church, a rapidly growing, multi-ethnic denomination in the United States and Canada with ministries on five continents of the world. The Church Administrator position will have the responsibility for all legal and financial matters, management of non-clergy staff and administrative volunteers, building maintenance, church database and communications, and general office responsibilities. The Church Administrator will report directly to the lead pastor.

Qualifications

- Demonstrates a living faith in Christ
- Business administration or finance degree or related field preferred
- Budgeting experience in an office environment
- Prior church office administration experience preferred

Skills and Abilities

- Excellent communication, interpersonal, analytic, and organizational skills
- Demonstrated problem solving and troubleshooting skills, and ability to multitask on competing priorities
- Self-motivated and able to work independently and within a team, including managing office volunteers
- Strong IT and database management skills
- Knowledge and experience working with Microsoft Windows and Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher) and Google Suite
- Web support skill in managing and enhancing local web site is preferred

Job Duties

- Financial and Human Resource Management
 - Oversee annual budget process and work closely with bookkeeping service and Finance Committee in developing and managing budget, submit expenses and payroll, prepare and maintain personnel records, coordinate audits as required, oversee church giving records, work with Treasurer to oversee banking, billing and loan administration
 - Ensure compliance with all laws and best practices with the respect to financial reporting, employee compensation and regulatory law, and insurance matters
- Facilities Management
 - Manage day to day requirements of the physical plant, keeping appropriate records; work with the Facilities Committee to facilitate maintenance decisions and develop procedures for capital requirements and security of the property; management of vendor /maintenance contracts; and review and maintain insurance on property
 - Oversee church building usage including scheduling meetings, renting church facilities, and enforcing church policies for facility use
 - Be present on Sunday mornings during worship, as needs arise
 - Maintain the church calendar
 - Acquire working knowledge and operational knowledge of office equipment
 - Ordering and maintaining office, kitchen, custodial and worship supplies
- Communication
 - Handle communications to and from the church
 - Publish and produce the worship bulletin, announcement bulletin, newsletters, and other church communications
 - Collaborate with and support RC volunteers to maintain effective RC Mission and Ministry communication including, for example, the church website, social media, worship slides, lobby slides, bulletin boards, outdoor signage, and printed banners
- Maintaining Records
 - Oversee and maintain member records and church database: Planning Center Online and its APPS
- Staff Support
 - Manage non-clergy staff
 - Support clergy staff as requested
 - Attend and participate in staff and Lead Team meetings as requested