

HIGH POINT CHURCH

Position Description - Church Business Administrator

Full Time Salaried Position

Overview

The Church Business Administrator is responsible for the business and administrative affairs of the church in order to serve the needs of the High Point Church congregation by coordinating with the overall ministry goals of the church. The Church Business Administrator works in conjunction with the Senior Pastor to ensure the operational readiness of the church through leadership and oversight of the support staff performing duties in administration, finance, human resources, and supply procurement. The Church Business Administrator is responsible to develop and implement annual financial plans that fund the accomplishment of the strategic plan and meet critical financial objectives for human resource management, staff growth and development, and operations of High Point Church.

The Church Business Administrator oversees the Office Administrator and the Finance Assistant positions.

Spiritual Requirements

- Confesses Jesus Christ as Savior and Lord.
- Able to share with others a clear testimony of Christian faith.
- Has consistent discipline in their devotional life in worship, prayer, Bible study and reflection.
- Obeys the Scriptural directives for growth and development of an individual Christian life, demonstrating the fruit of the Spirit and attitudes and actions of "servant-leadership" as indicated in the life of Jesus and throughout Scripture.
- Embraces Scriptural standards for behavior and attitudes in both physical and digital spaces.
- Pursues a vibrant relationship with the triune God through engagement with Scripture, prayer and worship, both individually and in community.
- Develops self-leadership: growing in self-awareness, self-management, relational integrity, and healthy practices including rest.
- Agrees substantially with the Articles of Faith, Constitution and By-laws of High Point Church.

Character

- Relationally warm, respectful and helpful towards others, treating people courteously and diplomatically.
- Humble. Has a teachable attitude and a desire to grow spiritually and personally
- Has a deep sense of responsibility for and commitment to the High Point Church mission, vision and values.

Education and Experience

- Bachelors Degree in related field
- 3 – 5 years of administrative service in a large church, corporate or para-church ministry environment
- Must be eligible to work in the USA for any employer

Competencies and Expectations

- General knowledge of business administration with computer software skills necessary for financial management and office administration.
- Effective time management and organizational skills
- Problem solving and decision making
- Must be able to work respectfully and in harmony with:
 - Church and School staff to achieve the mission of the church and the shared goals and objectives of the ministry staff leadership team,
 - Volunteers, who contribute to the ministry of the Facilities/Custodial Team, Stewardship and Finance Committee, Personnel Committee and other teams
 - Approved outside building users
 - Vendors who provide goods and services to High Point Church
 - High Point Church members, attendees and new guests
- Personal and Team Building Skills
 - Clear communication of the ministry/work objectives to team members
 - Short and long range planning, scheduling, organizing, delegating and evaluating
 - Possess a teachable spirit and the ability to select, teach, guide, build, motivate, cooperate with and evaluate team members and volunteers
 - Listening for understanding, job-related counseling, demonstrating compassion, discernment, personal warmth and kindness.
 - Creative, flexible, engaging, friendly, associative, prayerful, disciplined, able to build trust and engender respect

Position Responsibilities and Duties

- Leadership
 - Oversees all aspects of business administration of High Point Church
 - Supervises Office Administrator, Finance Assistant and volunteers utilizing team building skills as noted above
 - Maintains focus and appropriate discipline in all environments and activities for which he/she is responsible
 - Handles confidential information in an appropriate manner
 - Leads, or delegates leadership, of the Admin Team meetings
- Administration
 - Direct the daily administrative operation of the church office
 - Work with Office Administrator in building scheduling, purchasing, and overall resource procurement
 - Maintain appropriate liability and asset insurance policies
 - Maintain and annually update the inventory of all church property
 - Establish a schedule of replacement, upgrade, or addition of equipment as needed
 - Oversee IT needs and budget, manage onsite IT consultant
 - Prepare a written Annual Report for the congregation and other reports as requested by the Elder Board
- Finance

- Maintain a financial record system for the church and direct its operation
 - Coordinate the preparation of and oversee the annual budget
 - Oversee the receipt and expenditure of church funds in keeping with the annual budget
 - Ensure that annual donor records are available for tax purposes
 - Oversee and assist in annual outside audits of church financial records
 - Coordinate relationship with bank, including mortgage loan re-finance
 - Administer the church salary plan
 - Provide weekly reports on offerings to Elder Board
 - Provide financial reports to the High Point Church Treasurer
 - Serve on the Stewardship and Finance Committee as a non-voting member
- Human Resources
 - Administer payroll and benefits in conjunction with the out-sourced payroll/benefits provider
 - New staff orientation
 - Provide administrative support for personnel programs and records
 - Facilitate annual performance evaluations
 - Draft and revise policies and procedures as needed
 - Serve on the Personnel Committee as a non-voting member
 - Staff Team support
 - Coordinate Administrative and Facilities staff teams in the implementation of the mission, goals and objectives of the church
 - Strive to improve overall Administrative staff performance and work results by coaching staff and addressing performance and staff issues
 - Work with Benevolence Coordinator to disburse funds to meet approved benevolence requests
 - Maintain an approved plan for personal and professional development
 - Enthusiastically support and participate in the 'teaching church' model of ministry of High Point Church
 - Perform other duties as requested

Physical Demands

- Must be able to sit and stand for extended periods of time and lift objects up to 50 pounds

Relationships

- Reports to Senior Pastor
- Oversees the Office Administrator and Finance Assistant
- Works alongside Elders and all other ministry staff