



Please submit your resume including a cover letter to the attention of Jackie McBain at Jackie.Mcbain@firstcovrockford.org

Open Position: CHURCH ADMINISTRATOR

POSITION SUMMARY: The Church Administrator (CA) will provide biblical, Christ centered leadership to coordinate the operations, growth, and further development of First Covenant Church (FCC) with the mutual goal of living out our mission to be “Servants of Christ, Formed by God's Word, Led by His Spirit, engaged in bringing our world to Christ”.

REPORTS TO: This position reports directly to the Senior Pastor and Board of Elders.

DUTIES AND RESPONSIBILITIES: This position is the central point of activity, focus, or connectivity for the church. The Church Administrator manages, coordinates, and/or participates as appropriate in all FCC operations. FCC has paid staff and volunteer leadership (Church Council). FCC has outside ministry partners and tenants who use the facility. The CA will interface with all of these to ensure smooth, safe, effective operations and mission fulfillment.

This position will coordinate and/or participate as appropriate in all FECC operations including:

- Staff and volunteer coordination, training, and support
- Ensures effective coordination with staff and Facilities Deacon regarding scheduling for meetings, events, weddings, funerals, worship services, etc.
- Coordination of Ministry partners and tenants
- Internal communications (including: church calendar, weekly worship bulletin, fliers for ministry events, quarterly brochures for church ministries, materials for information booth, weekly email newsletter, monthly ministry report, church annual meeting, and church annual business meeting, update membership and constituents list in church management database, etc.)
- Public relations (including: updating church website, church social media, news outlets, mailers, flyers, etc)
- Daily office operations (including: walk-ins, phone, mail, maintenance of common calendars, printing and mailings, benevolence requests, visitation coordination)
- Coordination of needed Pastoral support
- Coordinate insurance, risk, and contingency plans
- Coordination of contracts and contractors
- Coordinate technology systems
- Ongoing development and enforcement of church policies & procedures
- Review minutes from Elder, Council Meetings, and Commission meetings to assist with coordination of ministry objectives and goals
- All duties as assigned

QUALIFICATIONS

The following are representative of the experience, knowledge, and skills required to perform this position successfully:

MISSION ALIGNMENT and PASSION

This position is more of a 'Calling' than just a job.

Candidates must have a strong faith in God, and a desire to help individuals and families grow in their relationship with and service to God and others.

PERSONAL STANDARDS

- A love for God and others
- A desire to provide Biblical Christ centered servant leadership

SUPERVISORY AND COMMUNICATION SKILLS

- Pro-active self-starter
- Ability to effectively
 - Plan, organize, and manage objectives from vision to reality
 - Recruit, train, and manage multiple staff, volunteers, and teams
 - Familiarity with how to interpret financial documents and reports
 - Communicate effectively both orally and written to individuals and groups
 - Maintain good working relationships
 - Respond to inquiries or complaints and respond or mediate with grace
 - Resolve conflict between individuals and groups

MATHEMATICAL SKILLS

Ability to apply mathematical operations to tasks such as program evaluation, budget forecasting, fiscal management, and cash flow management.

TECHNOLOGY SKILLS

Proficiency in Microsoft Office, Google, Acrobat Pro, Realm, WordPress, Facebook, and Instagram products. Working knowledge of church management software (Realm) and graphic design tools such as Canva, Adobe Creative Cloud Suite, etc. Must learn new tech skills quickly.

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent; Minimum of four years of related experience and/or training; or equivalent combination of education and experience.

TERMS OF EMPLOYMENT

- 20 hours per week (M-F, 10:00 am – 2:00 pm) at \$20/hr
- Vacation and paid time off are in accordance with FCC employee policies
- Probationary period will be 90 days