

**CALVARY BAPTIST CHURCH  
JOB DESCRIPTION  
OFFICE ADMINISTRATOR  
JANUARY 2019**

**MINISTRY PURPOSE:**

To administrate and manage the church office and building, and to help staff and ministry leaders to communicate to the general body.

**QUALIFICATIONS:**

- A follower of Jesus with a good reputation as a Christian.
- A person with a servant attitude, friendly disposition and good people skills.
- A self-motivated, resourceful person with a teachable spirit.
- Someone who is able to deal with highly confidential information and situations.
- A working knowledge of PC computers including but not limited to: email and Internet software, desktop publishing, file management, Microsoft Office, Excel, Publisher, Photoshop and database software. Understanding and working knowledge of Facebook, Twitter, Instagram & Hootsuite.
- Proven reputation with effective office management, communication & interpersonal skills.
- Able to handle details, interruptions and the unique dynamics of a church office.

**HOURS:** 24 hours/week, schedule and salary to be negotiated.

**SPECIFIC RESPONSIBILITIES:**

- Responsible for the overall communications for the staff and membership: I.e. maintaining the website, emailing prayer requests to staff and elders, mass-email bulletin/and other information.
- Coordinates the use of the building among Calvary ministries and other user groups.
- Keeps website up to date with slides for current events and sermons.
- Office Administration and Management – maintains systems and procedures to help the church staff and leaders work and complete tasks effectively.
- Assists the Lead Pastor with the administration of projects, as well as provide assistance to other staff and ministry leaders within the church.
- Creates theme slides for the sermons and the bulletins.
- Maintains the church database/on-line directory.
- Maintains a “Big Picture” concept of what is happening at Calvary by:
  - Keeping church calendar, ministry schedules, event information, etc., current and readily available.
  - Records statistics such as Sunday morning attendance, children and youth ministry attendance, baptisms and church membership.
  - Keeps the church policy manual current and relevant.
- Serves as contact person for Calvary with renters like Over the Rainbow, and any other user groups and the community.
- Prepares invoices for building use for all user groups monthly.
- Prepares bank deposits and reconciles the Interact machine weekly.
- Coordinates the purchasing of supplies for the office, cleaning, coffee, hospitality ministries and any other items that are needed, including picking up from suppliers as needed.
- Coordinates the maintenance of the office equipment.
- Coordinates the cleaning of the building, this includes the direct supervision of the custodians.
- Attends weekly staff meetings.
- Approves and coordinates the posting of notices and posters.
- General office duties such as answering the telephone, handling mail, distributing cheques, filing, scheduling appointments, etc.
- Responsible for publishing the Annual Report for the church
- Responsible for maintaining records for insurance, legal forms, contracts, maintenance of equipment, benevolent fund, etc.
- Participates on the Administration team.
- Participates in and plans for long-range equipment and space needs.
- Participates in the planning of purchases of computer software and hardware.

- Responsible for the tidiness of the office and reception desk area.

**RELATIONSHIPS:**

This staff position reports directly to the Lead Pastor.

The Lead Pastor and the Calvary Staff Team are accountable to the Elders' Board.

Applications should be tendered by Sunday, February 10, 2019