

# Harderwyk CRC Ministries

## Administrator Position Description

### Qualifications

- Gives evidence of a deep love for Christ and His church, must be or become a member of Harderwyk.
- Has a minimum of five years experience in a senior management position, either in a church, a non-profit organization or industry
- Shows an ability to organize, lead, encourage, motivate and work with others
- Demonstrates an ability to represent the church and its interests in a manner befitting the position as a key representative of the church and its congregations
- Demonstrates an ability to communicate well both verbally, electronically and in written communication
- Demonstrates unquestioned integrity and the ability to hold confidential matters in strictest confidence
- Shows an ability to be “hands-on” in drafting and editing documents

**Duties and Responsibilities** –The Administrator’s primary responsibility is to promote Harderwyk’s Vision, working closely with the Senior Pastor and all other pastors and church leaders to ensure that all programs and functions are directed towards that goal. The Administrator is a non-voting member of Council and accountable to the Senior Pastor and ultimately to Council for guiding the administrative operations of the church (40-50 hours/week). The Administrator is a member of the Personnel Committee of Council.

**General Administration** - Manage the daily administrative operations of the church, assisting the Council, the Senior Pastor and all other ordained pastors in the implementation of Harderwyk’s vision, consistent with the budgets, policies and plans adopted by Council.

- Supervise the work of all non-ordained employees of the church, either directly or in cooperation with other church leaders, allowing for Pastors to still lead their specific congregational staff
- Partner with ministry leaders to promote clarity, conviction, credibility, consistency and compassion in the church’s corporate communications (e.g., bulletins, newsletters, websites, etc.)
- Assist the church in the need for and evaluation of policies and procedures. Provide ongoing review and oversight of administrative functions, procedures and policies, preparing recommendations for improvement as needed.
- Be responsible to follow up on any Council business and/or decisions following each Council meeting unless responsibility to do so is assigned to someone else
- Perform other duties as may be assigned from time to time by Council and/or the Senior Pastor

### Finance

- Guide the administration team in their monitoring of budgeted expenditures, paying particular attention to facilities, equipment, personnel and office budgets. Monitors the day-to-day record keeping of revenue and expenses and provides the finance deacon appropriate summary information for oversight
- Activate and manage the staff and administration team’s preparation of the annual budget.

- Works with the Deacon of Finance to establish and maintain appropriate financial controls for sound financial management. Is responsible for assuring that appropriate financial information is available in an accurate and timely fashion
- Prepare monthly summaries of the church's financial position for Council
- Provide a timely and personal response to donors at least quarterly for regular budgeted giving, more frequently for special gifts and donations

### **Personnel**

- As a member of the Personnel Committee of Council, maintain and administer records, policies and procedures regarding staff personnel
- Administer the evaluation procedure for non-ordained personnel developed by the Personnel Committee
- Recommend to the Personnel Committee changes to job descriptions for non-ordained staff
- Review, and recommend changes to, personnel policies and procedures

### **Facility**

- Oversee facility usage policies and procedures
- Guide the Building and Grounds team in their maintenance, care and development of all properties and buildings.
- Be responsible for all other infrastructure (e.g., computer networks, telephone systems, and the like) not specifically maintained by the Building and Grounds team.