

First United Methodist Church

Job Title: Director of Administration and Missional Service

Reports to: Senior Pastor & SPRC

Purpose: Develop, maintain and guide the strategic plan that will serve the church's mission, core values and ministries. Direct and manage the operations of the church human resources, facilities, legal (with counsel), insurance, IT, communications, finances and outreach ministries.

Duties and responsibilities include, but are not limited to:

- Develop and manage strategic plans for church mission and ministries.
- Oversee the maintenance of church buildings, property and vehicles.
 - Supervise the cleaning and maintenance operations
 - Supervise the mowing, landscaping, and snow removal operations
 - Assist in facility maintenance planning, remodeling, and future growth.
- Fiscal oversight while working with church bookkeeper and outside accountant.
 - Prepare budgets
 - Assures that all church legal, insurance, tax, and employment (etc.) paperwork is administered in a timely manner.
 - Assures Indiana Methodist Conference paperwork is administered.
- Development and maintenance of administrative and technology systems.
- Development of policies and procedures necessary for effective use of resources.
- Development and maintain human resources annual reviews and goals. Responsible for all non-pastoral staff annual reviews and goal setting.
- Review and update HR Policy and Volunteer Handbook as needed.
 - Conduct required background checks per "Ryan's Law" etc.
 - Hire and dismiss subordinates with approval of Senior Pastor. GB as SPRC breaks ties.
- Development and support of external ministry opportunities.
- Recruit, organize and mentor church volunteers and ministries.
- Administrative oversight for day-to-day church operations and administrative functions.
- Oversight of constructing and maintaining online presence.
- Serve the Governance Board as communicator. Preparing and distributing information to and for the board members. Serves the Governance Board. (Does not include SPRC team.)
- Oversight of church membership, regular attendees and visitor's database. Develop effective communication for all parties.
- Recruit, train and develop administrative team.
- Manage weekly staff meetings, set benchmarks, action items and timelines.
- Coordinate with Village Nursery School (VNS) Director on management and oversight.
- Oversees all church communications and marketing, including: monthly newsletter; website; programs; FaceBook; Twitter; SnapChat etc.

- *Per “Streamlined” report other duties to be reconciled with new org. chart*

Qualifications include, but are not limited to:

- Bachelors in management, business or related (equivalent) coursework required. Masters preferred.
- 10+ years of operations and management experience in a church, non-profit or service organization or relevant experience.
- Must be able to lift a minimum of 25 lbs.
- Must be able to travel (valid driver’s license) and make personal visits.

Required Skills:

- Planning and organizing
- Communication skills
- Leadership/management skills
- Problem solving / troubleshooting
- Ability to mentor team and develop staff
- Team Building
- Development of Strategic Plan and Implement Goals
- Confidentiality
- Conflict resolution
- Ability to set and meet deadlines
- Knowledge of video creation and editing software
- Technology including database management and Microsoft products

Direct Reports:

Assistant Director of Missional Services

Administrative Assistant

Assistant Director of operations and Accounting

- Mission Teams
 - Klondike Schools
 - Purdue Wesley
 - Missions
 - Family Promise
 - Backpack
 - Africa University
 - Others as developed
- Operations
 - Finance
 - Building Maintenance and Cleaning
 - Marketing & Communications
 - Church Administrative Staff
 - Volunteer/Outreach Coordinator

Revised: Wednesday, December 13, 17