



FOLLOW CHRIST. GROW IN COMMUNITY. LOVE OTHERS. BE THE CHURCH.

Marlin D. Harris, Senior Pastor

CHURCH ADMINISTRATOR

Location: Church Campus, 3562 Flat Shoals Rd., Decatur, GA

Reports To: Director of Operations

Supervisory Responsibility: No

Salary Range: Salary to be shared with applicants

Type of Position: Full-time, On-site

About New Life

At New Life Church, we see God's design for the church to be a Christ-led, growing, loving force. We are called to metro Atlanta to be this type of church through action that compels and equips people to become all that God has called them to be. In short: **we are called to transform the world around us by following Christ, growing in community, and loving others.** In other words, to **be the church.**

Purpose of the Position

The Church Administrator position involves handling the day-to-day administrative operations of the church. Duties include office management, communicating with parishioners, managing volunteers, and assisting with organizing church events. This position will provide the administrative structure that supports the vision of New Life Church and New Life Community Alliance and be committed to that vision while managing the details of its execution. This position will also create and maintain an organized environment with good communication and management that enables clergy, staff, and lay members to minister effectively.


GENERAL OVERVIEW:

- This position supports the Senior Pastor, the Director of Operations, CEO of the New Life Community Alliance, and the staff overseeing daily administration, technology infrastructure, and property/facility management of the church.
- The Church Administrator manages the administrative affairs of the church and Alliance and works with members of the congregation, Ministry Leaders and the church staff to achieve the mission of New Life Church.
- Spiritual gifts of Administration, Leadership, and Discernment are necessary for this position.


PRIMARY FUNCTIONS CHURCH/OFFICE MANAGEMENT

- Handle confidential information with integrity.
- Help maintain office efficiency by complying with office procedures and standards of excellence and professionalism.
- The Administrator develops all necessary administrative systems and policies to improve cross-functional operational and business processes.
- The Church Administrator manages the church office, giving staff directions for standard church operations, oversees all administrative and clerical functions.

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- The administrator manages Church-Office support staff including the Office Coordinator, Receptionist, etc.
- Help maintain office efficiency by complying with office procedures and standards of excellence and professionalism.
- Interfaces with business vendors engage for Church Office projects (i.e. vendors for office machines, IT, office utilities, staff functions, etc.), handling purchasing, account data, etc.
- Serves as the primary System Administrator for the church database, working with profiles and member reports, and providing oversight of any office staff with admin rights to the church database.
- Responsible for support and management of staff and/or volunteer team(s) responsible for special events that include Conferences, church-wide events, Staff training trips, etc.
- Oversee maintenance of office equipment and computers; makes sure that computer files are backed up on a regular basis; Reviews performance and age of office equipment and computers and, in consultation with church leadership, determines when new machines should be purchased.
- Oversees church office staff responsible for website maintenance and updates, as well as overseeing the office staff responsible for maintaining and updating the churchwide calendar.
- Arranges for staff training that includes operational procedural training, software usage, use of technology and office equipment.
- Assist in managing electronic files and access to Dropbox and Google Drive.
- Work with any unique software systems that meet the needs of members, guests and visitors
- Help monitor the church's email address and respond appropriately in a professional manner.
- Complete online purchases from the church office as well as staff that doesn't have card authorities.
- Assist New Members after DNL classes are completed
- Answer and respond to voicemails from Info, ministries, business and careers email addresses

PROJECT MANAGEMENT

- Assist in managing church projects from beginning to end, creating teams, meetings and agendas.
- Assist in planning and implementing churchwide in-person and virtual events.
- Regularly looks for ways to improve, initiate, or change processes to ensure the church is operating as efficiently and effectively as possible (in all aspects of the church staff, ministries, physical campus, outreach); create and initiate implementation plan
- Interface with logistics/maintenance employees/ministry members/event planning

INTERNAL CONTROLS

- Housing of all usernames and passwords for online platforms and website
- Serve as point of contact for church networks, servers, office suites, ACS
- Evaluate vendor accounts and negotiate better rates

CUSTOMER SERVICE

- Assist in answering general phone and in-person inquiries and direct calls and provide appropriate church information as may be needed.
- Assist with monitoring info email and respond professionally

COMMUNICATIONS

- Assist in creating the year-end Annual Reports, maintaining proper communication with the congregation on all matters.
- Maintain proper and necessary interoffice communication with all New Life (Church and Alliance) staff members. Mitigate any conflicts and attend all Church Board meetings and staff retreats.

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And other duties as assigned by the Director of Operations and/or Senior Pastor.

QUALIFICATIONS/EXPERIENCE NEEDED:

- Must have a personal faith in Jesus Christ as Lord and Savior and demonstrate that faith through growing evidence of the Fruit of the Spirit in daily and professional life.
- Prefer an associate degree in secretarial science, business administration or related field. Must have a minimum of 5 years of Administrative and/or Corporate Organizational experience in a leading and/or growing company.
- Must have demonstrated confidence in working closely under a company Executive or a Senior Pastor in previous work experience(s).
- Must have solid and capable communication skills that include interpersonal skills and be able to articulate thoughts verbally and in writing.
- Must have competent organization and administrative abilities.
- Must be able to maintain the highest level of Confidentiality in regard to all privileged information.
- Must have strong, competent computer skills and Microsoft applications, including Microsoft Word, Excel, and PowerPoint, and Project Mgmt. software. Abilities with Adobe software (InDesign).
- Must have experience working with Church membership and ministry support systems/business customer service and support applications.
- Must be able to attend necessary meetings, take notes, distribute and follow-up action items, and work extended hours as needed.
- Must support the Pastor and Executive level staff and be in attendance at significant NLC events.
- Must be available for light travel to conferences and off-site meetings.
- Must be an active and participating member in a ministry under the Doctrinal guidelines of a mainline Protestant church for at least 2 years.