

ADMINISTRATOR

CAMPUS: Wilkinson Road Campus, Centennial Park Campus

RESPONSIBILITIES:

Personal Life:

- The Administrator will:
 - Be continuously taking his or her next steps on his or her journey with Jesus.
 - Strive to ensure that he or she has a healthy marriage relationship. (if applicable)
 - Seek to be an example of what it means to live a Micah 6.8 life in the 21st century.
 - Commit to continuous learning in his or her assigned ministry areas.
 - Regularly attend Sunday services at SBC.

Areas of Oversight:

- The Administrator will:
 - Provide leadership, oversight and is responsible for:
 - Administration
 - Human Resources
 - Food services
 - Information Technology
 - Facility use management
 - Be involved in select church initiatives and other activities as assigned by the Lead Pastor.
 - Provide feedback to the Lead Pastor on the health of the organization.

Planning:

- The Administrator will:
 - Work with the lead pastor, and executive pastor and other key ministry leaders to determine the long term financial and administrative goals in accordance with the church's 6.8 mission, vision and strategy.
 - Will work with finance and stewardship teams and administrative personnel to set yearly goals.
 - Ensure plans are developed to reach those goals.
 - Oversee the implementation of those plans.

Administrative and Support Staff Oversight:

- The Administrator will:
 - Spearhead the hiring of administrative and other support staff.
 - Lead, manage and supervise the administrative and support staff.
 - Develop systems and processes that nurture, equip and develop the administrative and support staff.
 - Ensure administrative and support staff maintain a walk with Jesus and have a lifestyle that reflects that walk.

Finance:

- The Administrator will:
 - Work with the finance team to oversee the finances of the church.
 - Give leadership to the stewardship team.

Financial:

Manage the Administration portion of the Annual Budget by:

1. Planning activities that support and are consistent with SBC's Vision and Mission pursuant to ministry planning day.
2. Developing the estimated expenses for said activities to ensure the Ministry is financially self sustaining.
3. Monitoring the Ministry's financial activity on a regular basis to ensure it remains within its budget.
4. Completing variance explanations for any discrepancies.
5. Providing budget estimate for the following fiscal year to Finance committee by designated due dates.

ACCOUNTABLE TO:

- Lead Pastor