

WEST END CHRISTIAN REFORMED CHURCH

POSITION DESCRIPTION

Position Title: Administrator

Accountability: The Administrator is accountable to Council

Relationship to Lead Pastor:

Functions in a supportive executive administrative relationship with the Lead Pastor

Position Summary: This is a part-time, position with major responsibilities to include but not limited to:

- i. Clerk of Council.
- ii. Responsibility for the recording of all Council, Council Executive and Congregational Meeting minutes.
- iii. Supervision of the church staff, in collaboration with the Lead Pastor.
- iv. Conduct annual evaluations of the church staff, in consultation with the Lead Pastor.
- v. Coordinate the comprehensive evaluations of the church staff (excluding the Lead Pastor) every three years.
- vi. Ex-officio member of the Staff Relations Committee.
- vii. Responsibility for social media, website, outdoor sign, and sanctuary screens.
- viii. Responsible for all WECRC communications and publications to include but not limited to the bulletin and Directions.
- ix. Other duties as requested by Council.

Characteristics of Duties:

- i. Attend Agenda Preparation, Council, Executive Committee, and Administration Committee meetings.
- ii. Attend monthly staff meetings.
- iii. Monthly meetings with Lead Pastor.
- iv. Monthly meetings with Chair of Council.
- v. Sign-off staff expense reimbursement request forms.
- vi. All duties associated with being Clerk of Council.

Hours: Up to 20 hours per week, including evening meetings

Expectations:

- i. Attend 75% of scheduled meetings
- ii. Office presence minimum 10 days per month
- iii. Submit written monthly report to Executive Committee

Qualifications:

- i. Demonstrated leadership, supervisory and office management experience
- ii. Proficient information gathering, word processing and report writing skills
- iii. Strong interpersonal skills and staff evaluation experience
- iv. Effective communication skills, detail oriented and organized