

First Christian Church – Great Bend, KS



- Position Title:** Church Administrator
- Reports to:**
- Senior Minister and Personnel Committee
- Supervises:**
- All church staff
- Work Schedule:**
- Full time, Monday thru Friday, with occasional after-hours events, including at least one Sunday staff meeting and one board meeting each month
- Pay:**
- Depending on Qualifications (DOQ)
- Education:**
- Minimum of high school diploma; college degree desired (replaceable with years of experience).
- Position Summary:**
- Manages the non-spiritual operations of the church, including overseeing finances, facilities, staff, events, and communication, ensuring the smooth running of the church while allowing the pastoral staff to focus on spiritual leadership.
- Experience:**
- Five plus years of administrative/managerial experience required; previous experience in similar position desired.
- Skills:**
- Strong organizational skills: Ability to manage multiple tasks and deadlines effectively.
 - Excellent communication skills: Clear and concise communication with various stakeholders, both written and verbal.
 - Financial literacy: Understanding of budgeting, financial reporting, and accounting principles.
 - Leadership abilities: Ability to motivate and manage teams of volunteers and staff. Ability to delegate, manage, and oversee tasks.
 - Attention to detail: Ensuring accuracy in records and administrative tasks.
 - Technical proficiency: Familiarity with church management software and office applications.

Job Responsibilities:

- Financial management: Overseeing the church budget, tracking income and expenses, managing bills, reconciling offerings, making deposits, preparing financial reports, and effectively communicating information back to the Board of Directors.
- Facility management: Overseeing the maintenance of church facilities and grounds, coordinating repairs and maintenance, managing facility usage schedules.
- Event planning and coordination: Organizing church events, including scheduling, managing logistics, and coordinating volunteers.
- Staff management: Supervising church staff, assigning tasks, conducting regular staff meetings and managing employee records.
- Record keeping: Maintaining accurate church records, including membership information, attendance logs, and donor details.
- Communication: Communicating with church members through newsletters, announcements, emails, church database and website updates.
- Volunteer management: Recruiting, training, and coordinating church volunteers.
- Administrative tasks: Answering phone calls, managing correspondence, maintaining office supplies.
- Compliance: Ensuring the church adheres to legal and regulatory requirements.

Physical Requirements:

- Regularly requires one to sit, stand, kneel, stoop, squat, talk, walk, and hear.
- Ability to reach for items on a desk or shelves, and potentially bend to pick up items from the floor.
- Dexterity to use a keyboard, mouse, and other office equipment routinely.
- Good close vision for focusing on computer screens.
- Ability to speak clearly, listen, and retain information so that one may conduct phone conversations and in-person interactions.
- Regularly lift and carry up to 15 pounds.
- Frequently lift and carry up to 25 pounds.
- Occasionally lift or move up to 50 pounds.

How To Apply:

View job description online at www.firstchristianchurchgb.com

Please submit resume and cover letter via one of the following:

Via email to revjleu@gmail.com

In person or by mail to:

First Christian Church
5230 Broadway
Great Bend, KS 67530