

**Job Title: Administrator 1, Adult Ministries (Anderson)****Reports to: Pastor, Adult Ministries (Anderson)****Employment Status: Full-time (40 hours)****Compensation Basis: Non-exempt****Staff Classification: Non-Ministerial**

**Job Purpose:** To provide caring administrative support to the ministries, projects and volunteers of (and those served by) the Anderson Adult Ministries Pastor.

**Duties:***Anderson Adult Ministries (AM) Pastor Administration*

- Oversee, input and maintain database for events and weekly occurrences of Systems "Care" Electives (Grief Share, Financial Peace, OWLS, etc.) assigned to your campus
- Oversee, input and maintain database for events and weekly occurrences of Marriage & Adult Ministries assigned to your campus
- Plan and provide support for all campus Women's & Men's Ministry, and other campus events
- Maintain Campus MOD schedule and MOD log; follow up with individuals as needed
- Oversee and maintain Campus Deacon-led responsibilities and activities (visitation teams, parking teams, etc)
- Serve as Administrator for funerals at Anderson campus and assist at other campuses, as needed; assist with campus meal & funeral reception team as needed
- Provide support and communication to Community Partners
- Sit in on counseling sessions, as needed
- Oversee and maintain campus meal & funeral reception team, communicate needs when they arise
- Maintain Adult Ministry & Congregational Care information in church media

*Systems Adult Ministries Administration*

- Maintain churchwide MOD log, policies, processes, training and Holiday schedule
- Maintain People In Need Fund policies and processes (serve as point person for Finance Department follow up)
- Provide administration for counselor referral policies and processes (and Counselor Network) including follow up, tracking invoices and payments, communicating with counselors, referees and/or pastors requesting referral, ensuring spiritual advocate and campus follow up
- Provide administration for system-wide marriage ministries (two-on-two premarital counseling, marriage conferences, etc.), including intake/placement, maintaining database groups & maintaining list of trained volunteers
- Provide administration for churchwide wedding requests, policies, processes and training for wedding coordinators (and AM campus leaders when needed).
- Meet regularly with AM campus leaders and Administrators to ensure system-wide alignment on the above

### *General Administration*

- Financial
  - Administrate Visas of self and others, as necessary
  - Properly submit check requests, invoices, receipts and money
  - Understand and manage departmental budget
  - Manage petty cash (if applicable)
- Request Forms
  - Use proper forms as a means of communication when requesting resources from other teams
  - Submit Communication and Maintenance request forms, communicating needs and changes through process
- Communication
  - Maintain excellent working knowledge of GSuite
  - Enter events on to Google Calendar(s), following proper protocol and procedures
  - Serve as primary source of contact and communication between department and congregation, managing phone calls, emails and other inquiries
- Database
  - Oversee all data entry for department and ensure the training of other members of department
  - Engage in furthering knowledge of the database and promote best practices by keeping data updated and accurate
- Facilities
  - Reserve rooms for events and meetings for department
  - Ensure proper setup, take down, and clean-up of facilities used by your department
- Personnel
  - Administrate application process (if applicable)
  - Manage out of office dates for department

### *Other duties, as assigned*

#### **Qualifications:**

- A committed and growing Christian in a strong relationship with a local, Bible-teaching church
- Bachelor's Degree or equivalent combination of education and experience
- Minimum 2 years' experience in this/related field preferred
- A passion for support and service with a teachable spirit
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks with excellence
- Ability to engage in multiple projects and priorities, independently as well as in a team context
- Demonstrated capacity for professional administration
- Knowledge of and experience using computers, electronic communication, and the internet
- Effective interpersonal, relational and communication (written and verbal) skills
- Supportive of the Constitution, Doctrinal Statement, Mission, Values, and Vision