



General Details:

- Full-time, salaried, with benefits
- Reports to Lead Pastor
- Pay scale will be determined based on education and experienced.
- This person will provide broad oversight to the healthy functioning of the church's office (financials, facilities, hospitality, HR, etc.).

Essential Responsibilities:

What follows in bold are the essential responsibilities of the individual in this position, with specific examples in the bullets beneath them.

- **To oversee the functional finances of the church, including**
NOTE: These financial-oriented skills/functions could be learned with on-the-job training. Applicants would not necessarily have to possess these skills right away.
 - Receivables: tracking, processing, and depositing of all funds received by the church
 - Payables: paying bills on behalf of the church, and tracking those payments
 - Payroll, etc. for fellow staff: overseeing payroll, reporting of taxes, retirement account deposits, reimbursements etc.
 - Reporting: regularly generating reports for appropriate parties
 - Ordering: needed items for the church and staff members
 - Finance Committee: serving on the church's Finance Committee
- **To oversee the use of the church's facility and property, including:**
 - Calendaring and Coordinating: approving requests and keeping a digital calendar of facility usage; coordinating with those using it to ensure proper arrangements are made
 - Access: keeping track of keys and who has access to the facility
 - Assets: tracking the assignment and use of church-owned items (like computers)
 - Diaconal Liaison: working with the deacons to ensure that any facility related needs/repairs are cared for
 - Decorating: working with volunteers to coordinate seasonal decorations (e.g. Easter and Christmas)
- **To show hospitality to church guests, including:**
 - Greeting guests, answering phones, and making needed connections as guests arrive at the church during office hours
 - Stocking welcome bags, and placing information from guests into our system of follow-up
- **To oversee various office-related domains, such as:**
 - Mail: handling incoming and outgoing mail
 - Inventory: tracking and ordering supplies needed in the office or kitchen (including communion supplies)
 - Printing: items such as bulletins, CD's, name tags, signs, etc.
 - Orderliness: making sure the lobby is organized, that the kitchen's cleanliness is maintained, and that items are washed as needed
 - Database: entering, updating, and removing information about members and attenders in our online database
 - Tracking Attendance: of life education classes
 - Coordinating resource center volunteers and overseeing the meals team

Qualifications and/or Expectations

- Faith in Christ, member of CCC (or willingness to become a member of CCC), demonstration of godly character
- Spiritual Gifts: will ideally possess gifts of administration and service
- Educational Level: minimum of high school diploma (or equivalent), but ideally an Associates Degree or higher
- Work-Related Experience: ideally will have five years of business or office-management experience

To Apply:

- Go to christscovenant.org/jobs to download an application. You can fill that out and return a physical copy to the church office, or a digital copy to Pastor Marc Goodwin (mgoodwin@christscovenant.org)