



POSITION DESCRIPTION

Position Title:	Administrator	Date:	1/19/21
Reports to:	Pastor/Teaching Elder	Revision Date:	
Hours:	25 hours/week Or 40 hours/week	Status:	Part-time or Fulltime *See Note - bottom page 2
Pay Day:	Every other Tuesday		
Compensation:	Competitive package		
Applications Accepted By:			
ONLINE: HFCNH.COM/EMPLOYMENT/ Email: secretary@hfcnh.org Subject Line: Church Administrator		MAIL: Hope Fellowship Church 16 Prescott Road/P.O. Box 465 Jaffrey, NH 03452	
Position Summary			
OPERATIONS AND LOGISTICS – Keeping the day-to-day functions of the church operating smoothly SUPPORT – Supporting the pastor and elders so they can focus on ministry			
Role and Responsibilities			
<ul style="list-style-type: none"> ● Support pastor and leadership in all areas of the ministry of the church and relieve the pastor of tactical management and administrative duties. ● Awareness and directing of calendar, events, and meetings in the church and empowering volunteers to be equipped to do what they need to do. ● Oversee volunteers and keep Sunday morning worship services going smoothly. ● Ensure appropriate equipment, supplies, processes, policies, controls and oversight are in place. ● Collaborate with the staff and serve as the liaison and connection person between deacons, elders, staff, and congregation. ● Oversee the custodians and work closely with deacons and trustees to maintain facilities. ● Coordinate the use of the building and works closely with each event and gathering to allow for groups to use our space well. 			

- Oversee member and visitor engagements support by working closely with the secretary ensuring membership and new members are getting connected.
- Help to assimilate new members and attendees into processes and life of the church.
- Provide leadership and supervision of church administrative functions including information systems, communications and operations.
- Strengthen volunteer base and systems.
- Recruit and train new volunteers for needed areas of ministry in the church.
- Keep the pastor, elders and deacons well informed on ministry developments.
- Ability and willingness to communicate effectively both orally and in writing.
- Ability to make announcements, speak in public and communicate online through a variety of mediums.

Character

- Love for God and for people.
- Comfortable taking leadership and seeing things through.
- Works well with a team and shows strong self-motivation and takes initiative.
- Humble and peaceable.
- This person functions in a strong unifying role for the church.
- Flexible and versatile.
- Willingness to serve behind the scenes.

***Hours of the Position:**

- **FULL-TIME**
 - 40 hours a week.
 - Sunday through Thursday.
 - Key communication and central connection person for the church.
 - Regular announcements on Sunday mornings.
 - Regular availability for extras: worship nights, weddings, funerals, conferences and trainings.
 - The Admin is scheduled to attend every 2nd Wednesday of the month for direct reports in elders meetings.
- **PART-TIME**
 - 25 hours
 - Sunday mornings (8am to 1pm) would be part of the required hours.
 - Key communication and central connection person for the church which may include regular oral announcements on Sundays.
 - Less availability for extra events,

