

<ul style="list-style-type: none"> ● Assists the church trustees in legal and business matters. ● Develops annual comprehensive budget proposals with the Financial Administrator for use by the Budget and Finance Committee. ● Provides oversight for the insurance and risk management needs of the church. ● Supervises the maintenance and upkeep of the church computer systems and service contracts, including all hardware, software, and licenses. ● Serves as staff liaison to the Properties Committee and Personnel Committee; attends the Budget Committee meetings as needed. ● Prepares and presents reports as necessary for/to staff, committees, and church. ● Oversees the accurate recording of attendance and membership records. 	15%
<p>4. Miscellaneous Duties</p> <ul style="list-style-type: none"> ● Serves the church family as part of the ministerial staff by personal witnessing, counseling, hospital visitation, and ministry. ● Exercises initiative and judgment in responding to problems or complaints promptly, courteously, or, if unable or unqualified to assist, promptly refers to the appropriate party. ● Communicates the Gospel with confidence. ● Performs other duties as assigned. 	10%

The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

Physical Requirements:

- Position involves prolonged standing, sitting, walking, reaching, twisting, pushing, pulling, kneeling, bending, talking, and listening.
- Lifting materials (up to 25 lbs).
- Work tasks are conducted indoors and outdoors.

Required Qualifications:

- Masters degree in Business Administration/related field or Ministry field; or, equivalent work experience
- Minimum of 3 to 5 years experience in a similar position
- Prior supervisory and managerial experience
- Excellent written and verbal communication skills to a variety of audiences
- Vigilant in understanding the need for confidentiality; utilizes discernment and godly wisdom
- Competent with various forms of computer software and applications
- Excellent team player who cooperates with church staff and volunteers
- Able to work well with others in a team setting and adapt to new circumstances as they arise
- Able to work at a fast pace within a variety of settings and circumstances
- Attention to detail and organization
- Ability to work independently and cooperatively
- Willing to seek information, training, and resources as needed

Preferred Qualifications:

- Prior experience in church business administration
- Human resource management experience

Reviewed by:

Employee: _____

Date: _____

Supervisor/FBC Representative _____

Date: _____