

**Job Description**  
**ADMINISTRATOR & MINISTRY COORDINATOR**

- ❑ Reports to the Pastor - Full-time position
- ❑ Duties include broad responsibility for all administrative functions and event/ministry coordination in support of pastoral and ministry staff and volunteers.
- ❑ This job description is not exhaustive or limiting but highlights areas of particular priority.
  
- **GENERAL ADMINISTRATION – Building & Office**
  - Building: control building usage and maintenance
    - Includes Insurance, furniture, booking of rooms, repairs, etc
  - Ensure all stationery, supplies and equipment are available and working as required
  - General reception, telephone answering and basic office administration (filing, mail, etc)
  - Provide basic admin support to the part-time staff (messages, mail, filing, supplies, etc)
    - Includes helping the financial administrator with collection and mailing of bills, payments, etc
  - Preparation and dissemination of the Church Directory each year
    - Includes arranging for photos and maintaining the database of information
  - Purchasing and control of all supplies, printing, ministry resources, etc
    - Includes control of the kitchen and basic hospitality supplies (Tea, coffee, milk, etc)
  - Custodial coordination – coordinate activities of the custodian for all maintenance, cleaning & repairs
  - Sale of parking passes and control of the parking lot
  - Liaise with outside contractors regarding repairs, refurbishments, etc, including getting quotes and overseeing their work
  
- **EVENTS/MINISTRY COORDINATION**
  - Organize and coordinate the logistics for all events and ministries
    - Includes food & snacks, materials, booking rooms, preparation of all necessary facilities and equipment
  - Worship Service and Ministries: ensuring all resources (bulletins, refreshments, etc) are in place.
    - Coordinate the roles of volunteers and home groups weekly so that everything runs smoothly.
  - Maintain the website and social media platforms keeping information up-to-date & facilitating registration
    - Includes uploading sermons & talks on a weekly basis
  - Work closely with pastoral and ministry staff to ensure smooth running of events
  - Recruit and guide volunteers in performing their duties alongside relevant staff and leaders
  - Plan ahead and ensure that upcoming events and seasons are prepared for in a timely manner
  - Providing administrative and planning support to staff and volunteers for ministries and events.
  - Preparation of the “events calendar” based on relevant input and feedback
  - Contributing to the planning of ministries and solving of problems as a key member of the staff team.
  
- **EXTERNAL LIAISON**
  - Be the point person for outside parties using the building or supplying services.
  - Resolve problems that may arise in the various internal and external relations and activities in conjunction with other staff, Leadership Team members and volunteers.
  
- **INTEGRATED MINISTRY LIFE & HOLISTIC PERSONAL SPIRITUAL CARE**
  - Be diligent in nurturing holistic personal spirituality through a meaningful prayer and devotional life, acts of service, and through developing edifying relationships within the community.
  - Be an active participant in the life of the church community