

# Employment Opportunity: Church Administrator

The Bridge Church is a small evangelical Christian congregation on the west side of Winnipeg. We are looking for an organized and like-minded person to take on a new role in our community to help organize and manage the day-to-day operations of the church. Responsibilities and requirements outlined below:

## 1. Office Management

The Church Administrator should be reliably present at the church premises for business hours (M-Th) and will be responsible for handling front-end communications for the church. This includes, but is not limited to, answering phones, greeting guests, checking and responding to emails, and messages sent to church social media accounts. As the first person that people will frequently meet or converse with, it is of utmost importance that this person be warm, personable, and attentive to proper communications etiquette.

The Church Administrator will be responsible the day-to-day operations at the church. This includes managing facility bookings, liaising with maintenance volunteers and external contractors/inspectors to facilitate building repairs and maintenance, supplies, inspections of HVAC units, inventory, etc. The Church Administrator will also ensure seasonal work is scheduled for snow removal, spring sand removal, sump pump inspection, parking lot maintenance, lawn mowing, landscaping, MB Hydro inspections, etc., as needed.

The Church Administrator will purchase all office supplies, place orders for ministry leaders as requested, maintain all office equipment and assist with minor repairs and/or make arrangements for outside maintenance.

The Church Administrator will be the keeper of the centralized congregational calendar. This Calendar will serve as the final authority in matters of facility usage, ministry schedules, and pastoral availability.

## 2. Volunteer Coordination

Since The Bridge Church is a small congregation that relies heavily on volunteer labour to accomplish our ministry tasks, the Church Administrator will be responsible for acting as the central volunteer coordinator, working closely to assist various ministry team leaders in communicating with and scheduling their volunteers.

### **3. Communications**

The Bridge Church is a digital first congregation and consequently strong computer skills and an affinity with current social media platforms and publishing will be instrumental to this role. The Church Administrator will be responsible for managing The Bridge Church Facebook, Twitter, and Instagram accounts, coordinating with the Lead Pastor to ensure that high-quality content is regularly published.

The Church Administrator will be responsible for developing and publishing the weekly church email newsletter. This includes liaising with ministry leaders to ensure that content is up-to-date, relevant, clear, and concise.

The Church Administrator will be responsible for developing weekly announcement slides for communication of upcoming events, opportunities, and ministry needs.

The Church Administrator will be responsible for ensuring that other digital communication platforms like the church website and TBC Online App (or similar) are kept current and relevant for the ministries of the congregation.

Excellence and consistency are core competencies with regard to church communications. The Church Administrator will ensure that all communications adhere to a consistent style, tone, and brand that is associated with The Bridge Church.

### **4. Record Keeping**

The Church Administrator will be responsible for keeping a current and accurate database of those persons who have received clearance for ministry to minors and other vulnerable persons, as well as maintaining the records of police checks and vulnerable sector searches.

The Church Administrator will be responsible for maintaining a database of current and expiring church memberships and will communicate with the pastors and elders regarding the people that need renewals.

The Church Administrator will be responsible for maintaining a church management database of people (currently The Bridge Church uses Planning Center Online), ensuring that all records are current and up-to-date, and that the online child check-in records are properly preserved for compliance.

The Church Administrator will be responsible for ensuring that accurate attendance records are kept for all church sponsored events, and that appropriate reporting is taken care of in a timely manner. The Church Administrator will also compile information and statistics from church reports and submit a completed annual report to the

denomination including all additions to membership, removals, financial statistics, etc. this profile format is provided by the association.

#### Job Requirements

- High School Diploma or Equivalent
- Availability to be in the office 8:30am – 5:00pm Monday through Thursday
- Strong grasp of Microsoft Office, online publishing services, and social media platforms
- A visible Christian witness and a willingness to work with and support the vision and core values of The Bridge Church
- Experience in/affinity for graphic design or digital media will be considered a strong asset for an applicant.

#### Details

- 32 hours/week with 30mins unpaid lunch each day
- \$15/hour starting wage
- 2 weeks vacation/calendar year to start
- Opportunity to participate in the Alliance Retiral Fund and Health Insurance Plan
- 12-month contract with 3-month probationary period to start
- Potential to move into a permanent position at conclusion of the contract