



Ancaster Christian Reformed Church

OUR VISION: *"To Be a Spirit-Filled Community of Christ-Centred Worship and Witness"*

Administrator Job Description Condensed Version

Date Role Approved: February 16, 2021

Start Date:

Hours of Work: 20 hours per week

Supervisor: Chair of Council

Direct Reports:

- Custodian; Office Administrator; Accounting staff; and Pastoral staff with respect to all administrative and technical matters

Functional Relationships:

- Pastor; Clerk; and Treasurer

Primary Focus

Works with the Ministry Council and Administrative Committees to oversee and guide, direct and manage the administrative functions of ACRC in accordance with its mission and vision as stated in the Strategic Plan and the annual Ministry Plan. This includes primary responsibility for: General Administration, Human Resources, Financial Controls, Record Keeping and Reporting, Technology and Audio Visual, Communications, Facilities and Grounds, Safety and Security. All to be carried out in accordance with Council approved policy documents.

Tasks and Responsibilities (More detailed tasks are available upon request)

- LEADERSHIP AND SUPERVISION
- HUMAN RESOURCES/PERSONNEL
- FINANCE
- COMMUNICATION, INFORMATION & TECHNOLOGY
- FACILITIES (BUILDING AND GROUNDS) and SECURITY
- OTHER RESPONSIBILITIES AS MAY BE REQUIRED

General Skills and Abilities

- Gives evidence of deep love for Christ and His Church and agreement with and support for ACRC's stated mission, vision and goals.
- Integrity and uncompromised commitment to a high level of confidentiality. Strong Christian ethical character with ability to convey need for same among others.
- Post-secondary degree or equivalent and at least five years administrative leadership experience.
- Reliable and self-motivated.
- Good communication, problem solving leadership and people management skills
- Strategic thinker.
- Budget management experience.
- Strong organizational skills.
- Meet the requirements of Ancaster CRC Safe Church Policy