

## CHURCH BUSINESS ADMINISTRATOR

**Principle Function:** Responsible for the business and administrative affairs of the church. Provides leadership and supervision to support staff personnel. Provides administrative and physical support to staff and program directors.

**Qualification for the Position:** The CBA must have adequate education or equivalent training to manage business and fiscal affairs, supervise personnel, direct facility maintenance activities, and supervise food service operations. Familiarity with typical Christian church program activities would be a sought for attribute.

### **Requirements of the Position**

1. Assist the Senior Minister in administering all facets of the operation of the church,
2. Lead the church in planning, conducting, and evaluating a comprehensive plan of business operations for the church.
3. Give direction to the weekday operation of the church office; supervise secretarial and clerical workers assigned to this function.
4. Provide administrative support for all personnel activities; administer church salary plan.
5. Direct the maintenance program of the church; work with the Church Properties Committee to establish and direct a maintenance and housekeeping schedule.
6. Act as safety and security officer of the church; periodically review insurance requirements; inspect the church to ensure safe and secure habitat.
7. Maintain an inventory of all church property; annually, verify presence and condition; establish a schedule of replacement, upgrade, or addition of plant-account equipments.
8. Act as transportation officer for the church; plan for and coordinate transportation requirements for program activities; maintain transportation assets; make recommendations for major repair or replacements.
9. Direct the food service program of the church; supervise the Hostess and food service personnel.
10. Work with professional ministry staff, program leaders, and other church activity leaders to assign classroom or church facility space and equipment for regular and special needs.
11. Coordinate the preparation of the annual budget; establish a financial records systems for church and direct its operation; direct the receipt and expenditure of all church funds; act as purchasing agent for the church.
12. Coordinate all general church publicity, literature distribution, and media production.
13. Coordinate and provide administrative leadership to assigned committees, and program and ministry organizations.
14. Perform other duties as assigned by the Senior Minister.