

NARBERTH PRESBYTERIAN CHURCH
205 Grayling Ave.
Narberth, PA 19072

Position Description

I. TITLE
BUSINESS ADMINISTRATOR

II. PURPOSE OF POSITION

This is a full-time position that provides administrative and operational leadership in support of the Session, the pastors, the staff and the congregation as they carry out the ministries of the church. The Business Administrator serves by directing the operation of the church office, supervising the church's property and support staff, monitoring week to week expenditures and offering administrative support to all staff and volunteers.

III. ACCOUNTABILITY

The Business Administrator works under the supervision of the Senior Pastor, and is accountable to the Session of the church.

IV. WORKING RELATIONSHIPS

The Business Administrator reports to and supports the Senior Pastor and Session, works with other ministry and support staff providing administrative/operational support, works as direct supervisor to the Bookkeepers, Secretary and Property Assistant, and provides staff support to Session committees as needed.

V. RESPONSIBILITIES

1. Oversee and coordinate the support services of the congregation, ensuring that they contribute to the common goals of the church.
2. Provide support and direction for the daily work of the support staff, serving as the overseer of the church's operations and facilities.
3. Serve as staff resource to the following Session committees/teams: Personnel, Finance, Christian Nursery School Board, Property and Emergency Planning.
4. Execute on the behalf of the Session contracts of the church, as appropriate, and supervise the receipt of contracted products and the provision of those contracted services. Negotiate, as required for those services, and ensure prompt payment of all contracted obligations in accordance with the terms of contract.
5. Serve as the staff liaison to the Personnel Committee and assist in executing employment agreements, maintaining personnel files, updating the personnel manual, the administration of the various benefits plans and ensuring that personnel policies and procedures are in accord with applicable law and ecclesiastical requirements.
6. Support/direct the Bookkeepers in the processing of accounts payable and the bi-monthly staff payroll.
7. Oversee the management and care for the church's facilities and grounds – including the cleaning of the facilities by the contracted cleaning service. Maintain appropriate policies

and procedures regarding the use of space, equipment and other resources required for ministry.

8. Serve as a member of the Emergency Planning Team – assisting with emergency operations planning, coordinating the implementation of related training and functioning as primary point person when an emergency situation occurs.
9. Oversee the annual process of budget development for the church and the Nursery School in support of the finance committee and Christian Nursery School Board, respectively; monitor the status of all budgeted and non-budgeted spending by reviewing and verifying approval of all expenditures. Assist with preparation of accurate monthly financial statements to the Session. Reconcile monthly bank statements as directed by the Treasurer. Oversee the annual audit of the church financial statements, and review of the Nursery School statements, in support of the finance committee. Prepare other financial reports as requested by the Treasurer or chair of the finance committee.
10. With the assistance of contracted professional IT professionals, oversee the church's computer, informational systems and telecommunications systems - ensuring that equipment is functioning properly and is appropriate to current technology and ministry needs.
11. Coordinate the scheduling of property and audio-visual personnel required for weddings, memorial services, special services/events and outside groups using church facilities.
12. Maintain a system of record management that ensures records and files required by ministry, law, or denominational judicatories are readily available.
13. Participate in regular staff meetings with the Senior Pastor and church staff.

VI. EVALUATION

The Senior Pastor shall review the work of the Business Administrator annually and a written appraisal of this review shall be submitted to the Personnel Committee of Session and the personnel file of the Business Administrator.

VII. QUALIFICATIONS

1. A confessed commitment to the Christian life and Church.
2. Strong gifts in servant leadership.
3. Experience in administrative, facilities, financial, and personnel management.
4. At least 5 years of management/administrative level work with direct supervisory responsibility for at least 5-10 employees and experience managing an annual budget of at least \$1,000,000.
5. Bachelor's Degree in appropriate area of study
6. Ability to work creatively and collegially with staff and church members.

VIII. EMPLOYMENT STATUS

Full-Time, Exempt