

Position Available:
Administrative Minister (Full-Time)



Job Description

The Administrative Minister's role is to assist Aspen Grove Christian Church in fulfilling its mission to be "*A Church Striving to Embody Grace & Truth as we Grow Followers of Jesus Christ.*" This mission-critical position encompasses several key aspects including: administration, organization, communication, leadership & ministry. Listed below are the primary responsibilities, necessary qualities and skills, and employment details for this position.

Church Administration & Organization Role

- Work collaboratively with Elder Team & Senior minister
- Lead an established *Administrative Team*, made up of key volunteers, to oversee & manage the corporate functions of the church. This includes organizational leadership (staffing, by-laws, strategic planning), building maintenance/improvement, accounting & finances (ability to read a P&L and create budgets).
- Work collaboratively with our Admin. Assistant (Part-time)

Expectation +/- 20 hrs. per week based on need

Building Management and Facilitating Role

- Provide a safe & functional building for use by the church & outside organizations/groups.
- Manage building use contracts with current and potential organizations/individuals.
- Utilize our existing building maintenance list to develop, prioritize, calendarize and coordinate the maintenance work that needs to be done.
- Availability to be on site to assist for specific events and activities.
- Expected that if/when additional training is necessary to accomplish a specific task that you will pursue training as necessary.
- Serve as point person for building projects (\$400K sprinkler project in progress)

Expectation +/- 10hrs. per week based on needs

Position/Physical Conditions

- *While performing the duties of this job, the employee is: frequently required to stand; walk; sit; use hands to manipulate, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.*
- *The employee must occasionally lift and/or move up to 50 pounds.*
- *Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.*
- *While performing the duties of this job, the employee occasionally works in outside weather conditions.*
- *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

General Ministry Role

- Work collaboratively with the ministry team to plan, organize & execute key events and activities throughout the calendar year.
- Potential roles include but are not limited to assisting in the areas of:
 - Event /Activity Coordination (Men, Young Adults, Parents / Families, etc...)
 - Small-Group leader/coordinator, Communication & Advertising (Signage, Web-site, Social Media, all-church emails, etc...)
 - Staffing search process and background checks
 - Develop & support Foster Care ministry

Expectation +/- 10hrs. per week based on needs. Includes Sun AM

Required Skills and Qualifications

- Devoted follower of Jesus Christ
- Experience and demonstrated understanding of ministry culture and strategies.
- Budgeting and forecasting experience.
- Collaborative team builder with conflict resolution, and interpersonal skills.
- Proven experience leading teams and developing others.

- Gains energy in the execution of vision and translating vision to others.
- Strong detail and time management.
- Excellent communicator, written and verbal.
- Computer proficiency in G-Suite and Pro-Presenter.

Details:

- Time expectation - Full Time
- Salary ~ \$60,000
- 10 days paid time-off
- an additional 5 days paid time-off between Christmas & New Years
- 3% Retirement Match
- Performance review after 6 weeks, 10 weeks, then moving to quarterly