



BRIDGEWATER BAPTIST CHURCH
Connecting Faith and Life

CHURCH ADMINISTRATOR

Description of Position Responsibilities

(Updated June 2024)

Position Summary

The Church Administrator has responsibility and oversight of the church office, including: managing all day to day office procedures normal to a church office; performing all book keeping functions and maintaining the church's financial records in accordance with standard accounting procedures and applicable legislation, plus associated financial responsibilities; managing facility rentals; performing all functions normally associated with the duties of a Church Clerk; and other duties that may from time to time be associated with fulfilling the above described responsibilities of the position. The Church Administrator shall be accountable to the Board of Deacons and shall be under the day to day supervision of the Lead Pastor.

Position Responsibilities

1. Managing Church Office

Act as receptionist three mornings a week in handling all general inquiries, correspondence, printing, and distribute major communication items. Facilitate the email distribution of information for the weekly prayer line ministry. Manage the facility schedule for church ministries, events, and rentals. Manage church phones and key fob system. Manage the ordering of all office supplies and office equipment maintenance.

2. Financial Administration

Maintain church financial records through Sage Accounting. Perform all payroll responsibilities. Manage timely payment of all ordinary operating expenses and major obligations such as mortgage payments. Reconcile monthly bank statements with ledger. Receive and receipt all income other than normal Sunday offerings (rental income, special donations, etc.). Prepare and distribute monthly, quarterly, and annual financial statements as requested by boards and committees and in preparation for business meetings of the church membership. Attend meetings of the Board of Finance to assist with interpreting financial results and standing, and to help facilitate annual budget development. Assist and cooperate with an annual financial review of the church's finances through provision of all financial statements and any supplementary documentation required. File necessary documentation on a regular basis for eligible HST refunds; Provide information required for accountant to prepare annual Charity Information Return as required by the Canada Revenue Agency.

3. Facility Rental Management

Receive all booking inquiries and rental applications. In cooperation with the Board of Trustees and Board of Deacons, manage all rental agreements and bookings of church facilities.

4. Church Clerk Responsibilities

Assist the Board of Elders in Church business meetings. Maintain church membership database and administer transfers of membership in cooperation with the board of deacons. Prepare annual membership report as part of the compilation and distribution of the Church Annual Report Booklet. Act as communications liaison with the Convention of Atlantic Baptist Churches, plus other local and national church organizations.

Position Specifications

Education/Experience:

- Recognized secretarial or business administration training/experience.
- Bookkeeping training/experience with Sage 50 Accounting preferred.
- Training/experience with Microsoft Office.

Knowledge/Position Skills:

- Demonstrates strong communication skills, both verbal and written.
- Demonstrates strong organizational skills.
- Demonstrates strong interpersonal skills and ability to work with a variety of people in a variety of situations.

Judgment/Intuitive:

- Ability to work independently and collaboratively.
- Ability to exercise discretion and maintain a high level of confidentiality.

Employment Conditions

This will be a **0.6 part-time position**, meaning 24 hours per week with a high level of flexibility, wherein the church administrator is in office three mornings a week (9 am to noon Tuesday-Thursday) and manages their own schedule in fulfilling their responsibilities.

Salary and Benefits

The Church Administrator will be compensated at an hourly rate of \$25. A cost sharing benefits package is available including Pension, Healthcare, and Long-term Disability. Members of the church staff are granted 5 paid personal/sick days per calendar year in addition to vacation time negotiated based on qualifications and experience in accordance with Labour Standards Code of the Province of Nova Scotia.