



IMMEDIATE JOB OPENING: CHURCH ADMINISTRATOR

First Baptist Church Moultrie, GA (www.firstmoultrie.org) is praying and searching for a full-time Church Administrator who will glorify God by serving in support of the ministerial staff in the administration of the day-to-day operations and business functions of the church.

We are a growing, multigenerational church in the heart of southern Georgia who desires to reach our community with the gospel. We place a high value on God's Word, both teaching it and living it out. We long to see God's kingdom grow in our community and around the world.

We are excited about what God is doing at First Baptist Moultrie and are eagerly looking forward to welcoming a Church Administrator to our team to assist us in our ministry.

Highlighted job requirements and qualifications:

- Organized and able to analyze and process large amounts of numbers and information
- A kind and welcoming demeanor
- A cooperative spirit and a willingness to work with other staff for scheduling, projects, and other various tasks
- Able to maintain trust and confidentiality with sensitive information
- Self-motivated and able to multi-task
- High level of excellence in communication skills and attention-to-detail
- Experience with basic office equipment and tasks
- Comfortable with modern communication methods (i.e., texting, emailing, social media, etc.)
- Proficient with computers, with particular emphasis on Word, Publisher, Excel, and PowerPoint
- **A detailed job description is attached.**

How to apply: Send a resume along with a completed application to office@firstmoultrie.org or 400 S Main St., Moultrie, GA 31768.

Questions? If you have any questions or concerns regarding this position, please call the church office at 229-985-2103.



JOB DESCRIPTION: CHURCH ADMINISTRATOR

Principle Function: The Church Administrator serves in support of the ministerial staff in the administration of the day-to-day operations and business functions of the church.

Reports to: Senior Pastor

Education: A post-secondary degree in a related field is preferred but not required.

Experience: Experience in clerical/administrative work (especially in a church/ministry setting) is preferred but not required.

Responsibilities:

I. Office Management:

1. Plan, direct, and guide the work of the church office. Work with all ministers in areas of office/staff coordination and supervision.
2. Develop and implement an efficient and effective office organization by improving methods and procedures.
3. Maintain and update calendar of events. Manage scheduling and use of the building and facilities for all church events.
4. See to the maintenance of all office equipment and computer systems. Maintain a backup system of computer server.
5. Keep pastor informed on issues regarding staff, deacons, member needs, etc. Assist ministers with scheduling, correspondence and other administrative tasks as needed.

II. Records and Membership Management:

1. Be knowledgeable of the location of records and maintain the safekeeping of all church records and historical data including current minutes of the Finance Committee, Deacon Board, and church conference.
2. Maintain the computer membership/contribution program.
3. Maintain the keeping of a book/card register of the names of people who have united with the church as outlined in the Procedure Manual. (Church Clerk)

III. Personnel Administration:

1. Supervise the non-ministerial office staff and custodial staff. This may include weekday preschool teachers, nursery workers and food service personnel. Coordinate volunteers as necessary.
2. Maintain current job descriptions for staff members.

IV. Financial Administration:

1. Know about the work of the Financial Secretary and the church's financial software.
2. Serve as central purchasing agent for office, organizations, committees or any other needs deemed necessary.



3. Supervise issuing of purchase orders, ensuring that financial policies and budgets set forth by the finance committee are followed.
4. Attend and take minutes at monthly Finance Committee meetings. Notify Finance Committee of meetings and provide needed documents.

V. Buildings and Grounds Supervision:

1. Supervise and coordinate the maintenance of the grounds and repairs to the buildings on a preventative and demand basis, consulting with the ministerial staff and/or appropriate committees when necessary.

VI. Serve as resource person for various committees and organizations within the church including but not limited to the following:

1. Provide assistance for Chairman of Deacons with planning the monthly deacon and conference meetings.
2. Supervise the distribution of benevolence funds.
3. Prepare the church for Baptism and the Lord's Supper.
4. Attend weekly staff meetings.
5. Perform other duties as assigned by Senior Pastor.
6. Consult the office procedure manual for a detailed description.



APPLICATION FOR CHURCH ADMINISTRATOR

First Baptist Church Moultrie

Name: _____ Today's date: _____

Current address: _____

City: _____ State: _____ Zip: _____

Birthdate: ____/____/____ Primary Phone: (____) _____

Email address: _____

Do you regularly attend church? If so, where?

Please briefly share your story of how you became a Christian:

Describe your level of confidence in performing essential functions of the Church Administrator position:



List education and relevant training/skills:

List current and previous employment for the past five years (we will not contact your current employer without your permission):

Why do you want to work at First Baptist Church Moultrie?

**Please attach your resume to this completed application.*