



Job Posting

Position: **Church Administrator**

Summary

We are looking for someone who can give the best hours of their day to the cause of helping Bridge City more effectively love God, love people, and bless and serve the world. This person has the gifts and passion to insure that the Lead Pastor (LP) is able to fulfill his mission and responsibilities effectively, acting on his behalf to oversee the operations of the church such that the church ethos* is being expressed with excellence and obstacles to growth are removed.

* See Attachment 1 for the church ethos document (Mission, Path, Core Values).

Who Are We?

Bridge City Community Church is a non-denominational Christian faith community founded in 1997. We are taking steps to become more effective in pursuing our mission as we impact our community and grow our church. We are a small church (65 - 95 average attendance) that's been through a lot, but we believe we have great growth potential.

** Read more about our journey and background at www.BeTheChurch.net. Click on "About Us" and "Our Story."

Our mission is to grow in three ways - to love God more, to love people better, and to bless and serve the world around us more effectively. Our methods are primarily relational, and we have chosen to invest the significant majority of our resources in people to lead ministry, and build relationship both inside and outside the church.

The work environment

The Church Administrator (CA) would be working with a small leadership staff in a largely informal and flexible environment, where each staff member has high autonomy in their own area, but work collaboratively on shared projects.

Developing Opportunity

This job posting is a step of faith as we are looking to significantly ramp up our ministry effectiveness and growth. The position is being offered with a incrementally increasing compensation package that will require a step of faith from both the candidate and the church. The job begins as a 32 hour / week administrative position, but depending on growth and effectiveness could easily transition to 40 hours a week, and depending on the gifts of the candidate could also be developed into a pastoral position over time.

How To Apply

Please review this job posting in detail. If you are interested, please email your application package to us at applications@bridgecity.org. Make sure to include all of the following:

- A cover letter explaining why you might be a good match for this position.
- Your current resume.
- The attached application, filled out and signed.
- Make sure your current contact information is correct.



Position: Church Administrator

Job Description

Role: Insure that the Lead Pastor (LP) is able to fulfill his mission and responsibilities effectively, acting on his behalf to oversee the operations of the church such that the church Ethos is being expressed with excellence and obstacles to growth are removed.

Note: This is not presently a pastoral role with expectations of pastoral care, teaching, or ongoing discipleship responsibilities.

Qualifications:

- Applicable college degree preferred.
- A mature Christian who has shown personal initiative in their faith, and who actively supports the mission of church as laid out in the Bridge City Ethos document.
- Able to relate to and work with LP with trust, loyalty, and appropriate give-and-take.
- Ability to manage projects, events and tasks with initiative, follow-through, and excellence. Aware of the connection between details and the big picture.
- Able to work with people to accomplish goals, both through short-term task delegation, and by building longer-term teams. Previous experience with church or non-profit work a plus.
- Previous management experience. Able to lead, bridge between concepts and details, communicate clearly, intentionally, and gently with diverse groups, in a manner that is caring for the people involved.
- Able to hold confidences without fail.
- Has experience with financial management, reading and preparing financial reports, using Quickbooks or similar, and other aspects of organizational financial oversight.
- Very comfortable with computers and technology. Either with Mac experience, or able to learn quickly. Some IT familiarity a plus.

Areas of Responsibility and Associated Duties:

Has the general responsibility to oversee ministry operations for all areas included in the Church Administrator's (CA) portfolio, as indicated below:

1. Leadership Effectiveness

- Meet with LP regularly and as needed to apprise him of status of church operations.
- Hold LP accountable to his job description and his "Do Not Do" list.
- Serve as the LP's primary administrative representative in his absence.
- Advocate heartily with staff and ministry leaders for alignment with the ethos, and the development of plans and systems that encourage that.

2. Staff Effectiveness

- Work with LP to improve staff effectiveness. LP oversees the direction and priority of pastoral and ministry staff, while CA provides accountability for work hours, PTO use, employee guideline issues, and other HR functions. CA supervises all operational staff.
- Staff Meeting Facilitation. CA leads weekly Staff Check-In (Upcoming weekend duties, progress on staff projects, support needed, etc.) including all staff who are in the office. LP leads monthly All-Staff meeting (Vision & strategy, equipping, areas of staff focus, etc.)
- Staff Projects. CA oversees project planning for all staff-led projects.

3. Board of Trustees Effectiveness

- Make monthly board meetings more effective, providing whatever support the board president requires. Such things might include reminder email with agenda 1 week ahead, coordinating all necessary materials, and preparing the room.
- Attend Board Meeting as staff liaison to the board.
- Assist the board with focus and task follow-up, making sure that every action step is owned, delegated, or tracked for accountability. Take responsibility for appropriate action steps.
- Support sub-teams and task groups of the Board as needed.

4. Church Operations

Front Office

- Supervise Administrative Assistant, and the functions of that role, as indicated in that ministry description. (See Attachment 3.)
- Responsible that the church and community's experience of our front office presence and other front-facing communication aligns with our ethos.

Facility & Tenants

- Oversee all issues pertaining to building use, including tenant relationships, interactions and issue resolution, lease agreements, neighbor relationships and all other legal facility obligations.
- Supervise Facility Manager, and the functions of that role, as indicated in that ministry description. (See Attachment 3.)

Weekend Operations

- Oversee or develop certain Weekend Operation ministries having to do with the building and hospitality.

Ministry Operations

- Serve as the bookkeeper of the church, managing the church's financial accounts, providing financial reports as needed, and handling the accounting of deposits and bills, reporting to the Treasurer and the finance team.
- Meet with all volunteer ministry leaders quarterly for the purpose of encouragement, support, development of ministry goals, and accountability to the Ethos of the church. Determine how the staff can best support that ministry and ministry leader, so they are properly equipped and resourced.
- As time allows, work with ministry leaders to help them create systems and processes so that their ministries align better with the Bridge City Ethos, and so that leaders and participants can be freed to do creative ministry, rather than getting bogged down in administration.

Accountable Relationships:

- Reports to the LP.
- Staff Liaison to the Board of Trustees.
- Supports Pastoral staff and holds them accountable to their ministry goals.
- Supervises all other church staff.
- Available to leaders and church members in an administrative capacity.

Attachment 1 - The Bridge City Ethos

“Be the Church” The Bridge City Ethos

ethos - The disposition, character or fundamental values particular to a specific person, people, culture or movement. (dictionary.com)

Preamble

A phrase often heard around Bridge City is, “Go be the church!” We say this because we believe that the church is not a building, a set of programs or even an organization. The church is the people - a community on mission with Jesus. We are a community of people called together by God to receive and extend His grace, to reflect His character and bring Him glory.

We acknowledge that we didn’t start this or dream it up. God is the initiator of all spiritual seeking and growth. It is only through grace that we can have a relationship with God, find healing and transformation. It is only through grace that we can engage in life-giving relationships with those around us. Grace is the starting point for our journey, but it is also the ongoing context that allows us to be vulnerable, to learn, and grow. Receiving and extending God’s grace is the fundamental basis of our community. It defines our relationship with God and each other, and it governs how we will interact with the world around us.

This document identifies the core guiding principles that express how we believe Bridge City is uniquely called to be the church. These principles, however, do not represent an ideal destination we are trying to reach; they define the process we believe we are called to - how we will be the church. We do not expect to live these out perfectly as individuals, or become a church that does these things right every time. But even when we fail, we will return to this path, because we know that how we go about our mission is as important as the destination we we aspire to reach.

Our Mission

Love God. Love People. Bless & Serve the World.

Our Path

We equip people to live well in the three vital and interconnected relationships of a healthy and growing spiritual life:

- **Circle One** - Their relationship with God.
(John 15:4-5, Matthew 22:37-38)
- **Circle Two** - Their relationship with other followers of Jesus.
(Matthew 22:39, Galatians 6:2)
- **Circle Three** - Their relationship with their *oikos** & the world around them.
(Galatians 3:8)

The interconnectedness and sequence of these relationships is explained in the visual metaphor of the ripples. A drop of water falls toward the surface of a still pond. This is God’s initiative in our lives, reaching out to us. As the drop impacts the surface, ripples can be seen spreading that energy outward. First one ripple, then two, then more across the surface of the water.

The first ripple - Circle One - is our personal relationship with God where our sense of value and purpose is shaped by God’s presence. The second ripple - Circle Two - is our web of relationships with other followers of Jesus in community, where we practice what it means to receive and extend grace in practical ways. The third ripple expanding outward -

Circle Three - is our relationship with the world around us, as we extend God's grace to people in *our circle of influence and beyond.

On the surface of the water these three ripples cannot be separated or removed. They all flow naturally from one to the next. In the same way, our spiritual life grows from the inside out, and each of these areas are intimately connected as God's impact on our hearts flows into the world around us.

Our Values

God's Guidance - "God sets our agenda."

The church belongs to God and its direction comes from Him through scripture, prayer, and the counsel of biblical community. We will seek God's guidance because we want to know Him, and we believe that transformation and healing comes from Him alone. *(2nd Timothy 3:16-17, James 1:5.)*

Authenticity - "Truth sets us free."

Acceptance, authenticity and truth-telling create the atmosphere where people can become whole. In the church there is no need to pretend we are better or worse than we are. In the context of truth and love, God's grace works among us, bringing healing and spiritual growth. *(John 8:32, Ephesians 4:11-15, Ephesians 4:22-25.)*

Life Change - "Followers of Jesus grow."

It is God's intention to form us in the image of Christ, where we continue to grow in love for God, love for people, and servanthood, becoming more humble, obedient, content, reconciling, generous, and missional. While we have no expectation that we will perfectly accomplish this, we believe that it is normal for followers of Jesus to grow in these ways. *(Matthew 22:37-40, John 15:5, Galatians 5:22-23.)*

Community - "Following Jesus happens in community."

God has called us to be a safe community of radical inclusion and committed intimacy where we both experience and grow in love, grace and truth. *(Hebrews 10:24-25, Acts 2:42-47.)*

Compassion - "Love takes action."

The church is called to be a blessing in our world by caring for and serving those who are hurting, in need, poor, oppressed or marginalized, in our circle of influence and beyond. This is a practical expression of the good news of Jesus' new kingdom. *(Luke 4:17-21, Deuteronomy 10:17-19, Micah 6:8, Matthew 25.)*

Creativity - "Creativity results from spiritual growth."

God made us in His image, to be life-giving and creative. The more we are engaged spiritually, the more apt we are to live creatively, taking risks to grow as we apply our best ideas, effort and excellence to our mission, our relationships, and our service to the world. *(Colossians 3:23, Matthew 25:14-30, Ephesians 2:10.)*

This statement was compiled and arrived at over time through much study, prayer, and discussion, by various people including the founders, trustees, and pastoral staff of Bridge City Community Church. This is its second significant evolution as we continue to strive to say things that are both truthful about who we are and in alignment with where we believe God is leading us. We are committed to being a community that is continually open to God's direction, and as such we put this statement forward as a developing document, able to grow and change as God leads and shapes our community.

Attachment 2 - Compensation Package

Opening up this position is an act of faith, with the intention that it will enable the full staff team to be more effective and strategic toward church growth. We are funding this position based on our sense of God's direction and the kind of church we believe we can become. But we are presently not able to afford this position at the level of compensation that would be completely fair in the marketplace.

Because this new position is critical to the healthy function of Bridge City as it moves into the future, we are committed to stretch our faith to support it. To that end, we are offering this position on a graduated pay-scale, increasing every 90 days to the full rate of starting compensation at 270 days.

Understanding that the rate of pay we are offering is below market for this kind of job, the compensation we will discuss is a starting point, and at a minimum. Compensation can increase at the discretion of the board and LP if and when the financial condition of the church allows.

This position is being listed at 32 hours even though there is clearly work enough to fill a full-time position. This is expressly to create the space for the candidate to maintain some kind of side-project or 2nd job until such point as the compensation of this position can fully meet their needs.

0 - 90 days

Probationary period*

32 hours/wk, at starting rate.

** This probationary period is to verify the relational and work-style compatibility between the CA and LP, as well as the initial working period before full-time benefits become active.*

90-179 days

32 hours/wk. salary

First incremental increase.

+ 3% SIMPLE Retirement fund match, health care stipend & cell phone stipend.

180-269 days

32 hours/wk. salary

Second incremental increase.

+ the above listed benefits.

270+ days

32 hours/wk. salary

Negotiable based on the financial condition of the church up to market value for the position and skill set of the employee.

Attachment 3 - Direct Report Job Descriptions

Administrative Assistant

Front Office

- Manage all incoming communication: phones, voice mail, email, mail. Route as necessary and follow up as needed.
- Be a predictable front-office presence for church member and business walk-ins during open office hours.
- Maintain the church database (CCB) and work to improve it's accuracy and usefulness to ministry leaders, both in content, and in technology.
- Manage all building use, receiving and processing use requests, tracking use, and communicating with necessary leaders regarding use issues.
- Keep the church office in professional and working order: clean, orderly, and stocked with the necessary resources.
- Arrange volunteers as necessary for special projects, or ongoing office coverage when not available.

Church Communications

- Manage all church-wide communication including:
 - Church Calendar
 - Weekly Update
 - Monthly e-newsletter.
 - Periodic all-church emails.
 - Various mailings.
 - Weekly announcement roll.
 - Manage the church information tables. Make sure that the right information is presented in a compelling way, and that they are presentable from week to week.
 - Work with current web designer to keep website content current.

Lead Pastor's Assistant

- Manage LPs church calendar and ministry contacts, scheduling appointments as appropriate for maximum effectiveness.
- Provide special project support as needed.

As written, 30 hours FTE.

Facility Manager

The Facility Manager is the main contact for all tenant maintenance issues and is responsible for overseeing maintenance and care of the building.

Tenant Maintenance Contact

- Receive and manage all contacts from tenants regarding maintenance, care, cleaning, and supply stocking.
- Available by cell and email to the building tenants and church staff.

Maintenance Supervisor

- Oversee the janitorial service, confirming they are meeting expectations and communicating with them regarding changes in service or special needs.
- Oversee the yard service, confirming they are meeting expectations and communicating with them regarding changes in service or special needs.
- Oversee the maintenance, repair and upgrading of the facility as directed by the LP or board of Trustees, including making minor repairs, contracting vendors as needed, or coordinating volunteers.
- Able to make some handy-man level repairs, and able to assess needs for maintenance or repairs.

Emergency Facility Needs

- On call for emergency repairs or facility issues. Responsible to handle those situations or facilitate their resolution as appropriate.
- Available by cell and email to the building tenants and church staff for this purpose.

As written, 10 hours PTE.



Application for Employment

Updated 12/1/10

We do not discriminate on the basis of race, color, national origin, sex, age, non-job-related disability, medical condition, marital status, veteran status or religion, except in cases where religion is a bona fide occupational requirement. It is our intention that all qualified applicants be given equal opportunity.

Each question should be answered fully and accurately. **PLEASE PRINT**, except for signature on back of application. Use blank paper if you do not have enough room on this application.

Personal Information	
Name (First, Middle, Last):	Application Date:
Address (Street):	Social Security #:
(City): (State): (Zip):	Email:
Phone (Home):	Phone (Cell):
Are you 18 or over? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever worked for a church before? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you eligible to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, describe in full. (Answering yes will not automatically disqualify you for employment, since the nature of the offense, date, and the job for which you are applying will also be considered.)	

Education				
High School				
(Name & Location):	Received: Diploma <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> None <input type="checkbox"/>			
College, University, or Professional School:				
School & Location	Dates of Attendance	Major & Minor Areas	GPA	Degree Earned
①				
②				
③				

Other Relevant Skills	
Typing Speed:	(WPM)
10-Key Proficient:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Computer Proficient:	Mac <input type="checkbox"/> PC <input type="checkbox"/>
CDL License:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Skills? List any skills that you think would make you better at the job you are applying for.	
Technology Comfort & Proficiency: (Rate yourself from 1-10 with 1 being "I'm afraid of technology and avoid it" and 10 being "I provide technical support for all my friends." _____)	

Employment

Describe all work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and job-related volunteer work, if applicable. Indicate number of employees supervised, if applicable. Use a separate block to describe each position or gap in employment. **If needed, attach additional sheets, using the same format as on the application.** All information in this section must be completed.

1 Dates: (From-To):		Employer: (Name, Location):		
Address (Street):				Job Title:
(City):	(State):	(Zip):	Hours Per Week:	
Contact Phone:	Supervisor:		Salary or Pay Rate:	
Responsibilities:			Reason for leaving:	
2 Dates: (From-To):		Employer: (Name, Location):		
Address (Street):				Job Title:
(City):	(State):	(Zip):	Hours Per Week:	
Contact Phone:	Supervisor:		Salary or Pay Rate:	
Responsibilities:			Reason for leaving:	
3 Dates: (From-To):		Employer: (Name, Location):		
Address (Street):				Job Title:
(City):	(State):	(Zip):	Hours Per Week:	
Contact Phone:	Supervisor:		Salary or Pay Rate:	
Responsibilities:			Reason for leaving:	

References (List 3 professional references. Listing them means that you give us permission to contact them, and that you have their permission to do so.)

Name	Phone	Email	Capacity they worked with you in.	Years Known
1				
2				
3				

Certification: I certify that all information provided in this employment application is true and complete. I understand that if I provide any false information or omit information I may be disqualified from further consideration for employment or, if I am hired, my employment may be terminated if such false information or omission is discovered at a later date. I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. Additionally, I authorize Bridge City Community Church to conduct a background check as needed. I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment can be terminated at any time, with or without cause.

Signature: _____

Date: _____