**CORNERSTONE MISSIONARY BAPTIST CHURCH**

Executive Minister/Church Administrator

Job description

*Position Summary:*

To assist the Senior Pastor in the administration of all ministerial and business functions of the church. To work with the Diaconate Ministry, Trustees, pastoral staff, church committees, and ministry teams in facilitating the vision of the church. To insure that administration of church programs and facilities is provided in an efficient manner within the approved budget.

Education & Experience

* A college graduate, with a major in Business Administration, Accounting, or Finance.
* 4-6 years of administrative, managerial and supervisory experience.
* Biblical knowledge and ministry vested

**Knowledge, Skills and Abilities**

*Knowledge of:*

* The Baptist church doctrine, policies and procedures;
* Accounting principles and practices; and
* Information technology (i.e. Microsoft Office programs, Adobe Product programs, QuickBooks, Accounting Church Systems [ACS], Constant Contact and website design).

Skill in:

* Interpersonal communication;
* Oral presentation; and
* Data analysis and interpretation.

Ability to:

* Maintain confidentiality;
* Maintain, update and circulate the church's databases; and
* Multi-task.

***Primary Duties & Responsibilities***

**Operations Management**

* Assists in supervision of ministries, ministers and performs other ministerial duties as assigned by the Senior Pastor.
* Assists the Senior Pastor in providing general direction to the staff related to day-to-day operations.
* Responsible for oversight of Family Life Center operations.
* Responsible for oversight of CMBC Bookstore operations.
* Serves as spokesperson and or representative for the church in administrative concerns in the absence of the Senior Pastor.
* Oversees procurement and maintenance of office equipment and systems, including telephones, computers, copy machines, and software system back-up as required.
* Coordinates with the Minister of Music and Minister of Pastoral Support, Media & Marketing as needed to facilitate staff and church leadership training for using computers and office equipment.
* Communicates to the CMBC Board of Trustee Ministry when new equipment should be- purchased.
* Develops and maintains a system for storing important church documents, and personnel records.
* Ensures there is protocol for after hour emergencies and non-emergencies as they occur.
* Organizes volunteers as needed.
* Ensures staff and volunteers are properly vetted and trained for service.

**Personnel Management**

* Supervises assigned office personnel and volunteers.
* Administers the personnel policies and procedures of the church.
* Maintains personnel records.
* Ensures on-going training for office staff.
* Coordinates with the Senior Pastor as head of staff, to administer the performance evaluation system.
* Conducts new employee orientation.
* Periodically reviews wage and salary structures, personnel practices; and benefits and makes recommendations to the Personnel Committee.
* Obtains advice on legal, business, and tax matters for the church and ministers.
* Works on various committees as requested or as needed.
* Assures the church's compliance with applicable federal and state labor laws.
* Coordinates risk management programs (insurance, and safety) and emergency preparation.
* Coordinates vacation schedules for church staff.
* Recruits, trains, conducts appraisals, and administers discipline for assigned staff.

**Financial Management**

* Works with the budget ministry and finance committee, the personnel ministry, the CMBC Trustee Ministry to prepare an annual budget for approval by the discipleship and implements it upon approval.
* Coordinates with the Church Treasurer and Finance Committee Chair and oversees the work in the receipt, deposit, and disbursement of all church funds.
* Coordinates with the Church Treasurer and Finance Committee Chair, establishes a financial record system for the church and directs its operations.
* Oversees the purchasing process and maintains vendor relationships as directed by the CMBC Trustee Ministry and Senior Pastor.
* Oversees the preparation of monthly financial reports of the ministries and committees.
* Maintains proper cash flow and control to meet obligations.
* Coordinates with the Church Treasurer, the Budget and Finance Ministries to reconcile, journal, and adjust all accounts as necessary.
* Works with the appropriate ministries in planning and promoting the annual church stewardship campaign and capital fund drives.
* Works with the CMBC Trustee Ministry, the Budget and Finance Ministry to obtain or restructure long or short-term debt financing.
* Obtains an annual internal or external review as recommended by the Finance Committee in consultation with the CMBC Trustee Ministry and determined by the discipleship, and a biennial audit by an outside certified public accountant of the church's financial statements.
* Maintains the integrity of financial records and software.
* Oversees the administering of the payroll for church employees.
* Assures all tax reports are promptly submitted to the appropriate agencies.

**Property Management**

* Governs the policies and procedures for use of church properties.
* Keeps an inventory of church property and equipment.
* Evaluates periodically the insurance needs of the church and reports findings to the Senior Pastor.

**Communication Management**

* Coordinates modes of communication to the discipleship (printed, voice, and electronic) for CMBC ministry.
* Ensures that the church’s website is up dated and current.

\*This job description is not meant to be all-inclusive and is subject to change