
JOB DESCRIPTION FOR THE POSITION OF
MINISTER OF ADMINISTRATION
FIRST BAPTIST CHURCH, CORSICANA
JUNE 8, 2011

General Objective: To develop and implement an overall Administration Ministry that will enable FBC Corsicana to edify and encourage others and to evangelize others who need Jesus Christ as personal Savior and Lord.

Purpose: The Minister of Administration will seek to provide excellence and efficiency in all areas of the overall ministry of FBC Corsicana. The Minister of Administration provides administrative, fiscal and operational leadership that sharpens the practical ability to fulfill the church's vision and mission.

Responsible to: Senior Pastor

We desire a candidate who ...

- Is a born again believer who has placed their faith and trust in Jesus Christ as personal Savior and Lord and shows evidence of a mature faith.
- Possesses a love for people, energetic attitude and an outlook that sees the positive potential of people within the church and outside the church.
- Has 5 years related experience; or equivalent combination of education and experience (Church Administration experience a plus, but secular business leadership experience highly applicable to this position.)
- Has quality leadership skills.
- Has the ability to listen and to communicate clearly, both orally and in written form.
- Has effective speaking skills and the ability to speak confidently before groups.
- Is competent using or willing to learn computer software.
- Is in sufficient good health to discharge duties properly with or without reasonable accommodations.
- Has a Bachelor's Degree in Business Administration or related studies.
- Passes a criminal, financial, and driving background check as well as a drug screening.
- Complies with all applicable federal and state laws.

Responsibilities:

- Coordinate development and preparation of the annual church budget.
- Supervise the Building Supervisor.
- Oversee the coordination, scheduling and policies of FBC's facilities.
- Ensure appropriate and adequate insurance coverage including workers' compensation, property/casualty and liability.
- Develop, employ, and ensure appropriate personnel policies including entrance and exit processes and performance administration (filing and scheduling of evaluations, write ups, reviews prepared by Ministerial Staff and Dept. Supervisors)

- Supervise the Support Staff.
- Supervise paid nursery workers in conjunction with the Children's Minister.
- Approve all purchases for the custodial staff.
- Perform the duties of the church's chief purchasing agent except as approved by the Finance Committee.
- Oversee the operation of the kitchen and all employees necessary for its functions.
- Coordinate the calendar of the church through the church staff.
- Coordinate the work of all non-ministerial staff members.
- Serve alongside the other staff members harmoniously in leading FBC Corsicana to discern and do the will of God.
- Work with any assigned church ministry teams and committees to aid their ministry effectiveness.
- Attend the weekly staff meetings.
- Be responsible for obtaining the correct driver's license for driving the church bus.
- Comply with all established church policies and procedures.
- Be prepared to perform outside of this job description in any way the Senior Pastor deems necessary.

This is a full-time exempt position.