

## **MINISTER OF EDUCATION/ADMINISTRATION**

### **Principal Function:**

The Minister of Education/Administration is responsible to the Pastor for the development and promotion of the education program of the church and for administering the business affairs of the church. He or she will work with the Ministerial Staff to help the church accomplish its mission of leading all people to be shaped by the love of Jesus Christ through worshipping, connecting, growing, serving, and reaching.

### **Job Classification:**

This position is an exempt (salaried) and full time position. The Minister of Education/Administration is considered Professional/Ministerial Staff.

### **Working Relationships:**

The Minister of Education/Administration reports directly to the Pastor.

### **Responsibilities:**

#### **Minister of Education**

1. Work with the appropriate church leaders to set goals, determine priorities, establish programs and coordinate a calendar which will lead the church to accomplish its mission.
2. Give leadership to the education ministry of the church by leading the Sunday School Council, the Grow Team (discipleship ministry), and by providing leadership development opportunities.
3. Give direction and supervision to the church's outreach-evangelism program by serving as an ex-officio member of the Reach Team.
4. Plan and promote fellowships, retreats, seminars and conferences which will enhance the spiritual growth and development of the church in conjunction with the Connect Team, Sunday School Council, Grow Team and the Ministerial Staff.
5. Serve as editor of church publications.
6. Supervise the maintenance of accurate records for all educational organizations including the church membership roll.
7. Recommend suitable educational building space and equipment.
8. Assist the Finance Committee in the development of the annual budget for the educational ministries of the church.

#### **Minister of Administration & Staff Responsibilities**

1. Lead the church in planning, conducting, and evaluating a comprehensive plan of business operation of the church.
2. Serve as purchasing agent for the church.
3. Supervise the maintenance of complete records pertaining to church properties and finances.
4. Establish and operate an effective plan of financial record keeping and reporting.
5. Give general direction to the weekday operation of the church office; supervise the Support Staff with the exception the Pastor's Secretary.
6. Oversee the care, maintenance and upkeep of the buildings, grounds and equipment in cooperation with the Properties Committee and by supervising the Custodial Staff.
7. Coordinate the church calendar and insure the readiness of church facilities and equipment in accordance with the calendar.
8. Comply with all established church policies and procedures as well as all applicable federal and state laws.
9. Administer in cooperation with the Finance Committee all church funds related to applicable areas of ministry in conformity with the adopted budgets and policies.
10. Accept other assignments made by the Pastor.

Approved 11-18-2009