Sample Job Description\*

**BUSINESS ADMINISTRATOR**

*Principal Function:* The business administrator is responsible to the church, supervised by the pastor, for administering the business affairs of the church.

**Responsibilities**

1. Establish and operate an efficient plan of financial record keeping and reporting; develop bookkeeping procedures.
2. Prepare financial information for the finance and budget committees and treasurer of the church.
3. Serve as a resource person regarding legal and business matters of the church; study annually the insurance program and make recommendations, if any.
4. Serve as church purchasing agent, approving and processing requisitions and purchase orders.
5. Maintain records on church staff personnel; establish and maintain records of equipment and facilities.
6. Administer church-adopted policies and procedures concerning the use of all church properties and facilities.
7. Assist building committee in its relationships with architect, contractors, and others in building, remodeling, and equipping church buildings.
8. Work with property and space committee in preparing an annual budget of maintenance and equipment needs.
9. Supervise workers in the maintenance and repair of all physical properties; establish and implement cleaning, painting, renovating schedules; operate within approved budget.
10. Supervise the operation of food services.
11. Supervise assigned office personnel.
12. Perform other duties as assigned by the pastor. Several of the duties are usually included in the minister of education’s position description when the church does not have a business administrator. Many of the jobs indicate supervision by the business administrator. This would change to office manager, minister of education, building superintendent, or other staff person if there is no business administrator.

*\*Church Administration Handbook, Third Edition, Revised and Updated; Bruce P. Powers, Editor; Chapter 5, Personnel Administration, William G. Caldwell; B&H Academic, Nashville, TN, 2008.*

Sample Job Description\*

**CHURCH BUSINESS ADMINISTRATOR**

PRINCIPLE FUNCTION: Responsible to the senior pastor for the business and administrative affairs of the church. Provides leadership and supervision to support staff personnel. Provides administrative and physical support to staff and program directors.

QUALIFICATIONS: The CBA must have adequate education or equivalent training to manage business and fiscal affairs, supervise personnel, direct facility maintenance activities, and supervise food service operations. Familiarity with typical Christian church program activities is a sought-for attribute.

REQUIREMENTS:

1. Assist the senior minister in administering all facets of the operation of the church.
2. Lead the church in planning, conducting, and evaluating a comprehensive plan of business operations for the church.
3. Give direction to the weekday operation of the church office; supervise secretarial and clerical workers assigned to this function.
4. Provide administrative support for all personnel activities; administer church salary plan.
5. Direct the maintenance program of the church; work with the church property committee to establish and direct a maintenance and housekeeping schedule.
6. Act as safety and security officer of the church; periodically review insurance requirements; inspect the church to ensure a safe and secure habitat.
7. Maintain an inventory of all church property; annually, verify presence and condition; establish a schedule of replacement, upgrade, or addition of plant-account equipment.
8. Act as transportation officer for the church; plan for and coordinate transportation requirements for program activities; maintain transportation assets; make recommendations for major repair or replacements.
9. Direct the food service program of the church; supervise the hostess and food service personnel.
10. Work with professional ministry staff, program leaders, and other church activity leaders to assign classroom or church facility space and equipment for regular and special needs.
11. Coordinate the preparation of the annual budget; establish a financial records systems for the church and direct its operation; direct the receipt and expenditure of all church funds; act as purchasing agent for the church.
12. Coordinate all general church publicity, literature distribution, and media production.
13. Coordinate and provide all administrative leadership to assigned committees and program and ministry organizations.
14. Perform other dues as assigned by the senior minister.

*Church Administration: Creating Efficiency for Effective Ministry, Second Edition; Chapter Six, Administering Financial Resources. Robert H. Welch. B&H Publishing Group, Nashville, TN; 2011.*