

Brentwood United Methodist Church

Adult Ministries Administrative Director

Reports To: Lead Pastor of Adult Ministries

Ministry Description: The mission of the Adult Ministries Department is connecting people to Christ and Christian Community. We strive to build up the body of Christ through discipleship, caring and outreach. The administrative team of this department provides support to all ministries, initiatives, programs and pastoral responsibilities. Specific team assignments are delegated by Administrative Director or Director of Adult Ministries based on the changing needs of the department.

Qualifications and Skills: The ideal candidate for this position will have (a):

- Leadership skills and experience in supervising, coaching, and evaluating staff performance
- High level of competency in Word, Excel, Outlook, and PowerPoint and ability to learn other computer programs quickly and use them proficiently (e.g. Arena church management system, Constant Contact, and EventU for event scheduling and registration)
- Understanding basic finance and budgeting processes
- Competency in web-based technology (e.g. managing Facebook & other social media webpages)
- Effective written and verbal communications skills
- Excellent organizational skills with a strong attention to detail and accuracy and the ability to work independently, multi-task, prioritize, and manage time.
- Be adaptable and flexible in a changing work environment while approaching tasks and duties with a positive attitude
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Strong relational skills and the ability to handle sensitive/crisis situations with compassion
- Self-starter who takes initiative and anticipates needs of the department
- Enjoys a team environment and is service-oriented
- Three (3) to five (5) years of administrative office experience
- Bachelor's degree preferred

Classification: Exempt

Work Schedule & Hours: 40 hours per week, full-time Monday – Friday. Occasional weekend and evening hours required for funeral preparation and coverage, and other ministry requirements.

Physical Requirements: Must be able to stand for long periods of time providing hospitality and coordination of funeral and memorial services. Must be able to lift and move items up to 25 pounds occasionally.

Ministry Responsibilities:

SUPERVISORY DUTIES:

- Coordinate, assign, and manage the workflow of administrative needs for the department
- Supervise the administrative team, approves timesheets, and manages administrative team leave
- Meet regularly with the administrative team for evaluation, review, and feedback on work tasks and flow
- Participate in and contribute to the Adult Ministries L3 Team

DEPARTMENT DUTIES:

- Collaborate with pastors and lay leaders to accomplish Adult Ministry goals.
- Assist with funeral services, such as prepare funeral bulletins; coordinate with worship, AV and facilities departments; send funeral notifications
- Attend funeral/memorial services to coordinate process and hospitality
- Assist with event coordination as delegated from pastors and ministry leaders
- Recruit, train and coordinate volunteers for assigned ministries (e.g., funeral teams, Gracenotes writers, Flower Ministry volunteers)
- Bring new ministry or process ideas to the team for continuous improvement of the department.

ADMINISTRATIVE & FINANCIAL DUTIES:

- Help ensure timely and accurate communication of Caring Ministries events and services
- Supervise administrative support for Adult Discipleship, Caring, and Missions & Outreach.
- Coordinate scheduling of rooms and other facility related needs
- Oversee purchase order process and maintenance of departmental budget records, including reconciling month end and year-to-date ledger.
- Receive and respond to departmental calls and emails.
- Prepare and communicate weekend worship prayer updates.
- Facilitate and approve background checks for volunteers in Adult Ministries.
- Attend staff and other departmental meetings.
- Back up Reception Desk upon request.

WEB-PAGE & DATABASE DUTIES:

- Oversee communication requests for Adult Ministries, for timely completion of projects.
- Organize and coordinate timely documentation and data base management of Adult Ministries.
- Execute timely and accurate data entry into Arena for assigned ministries.
- Run Arena reports and prepare presentations of data as assigned.
- Manage participant registrations for Adult Ministry events.
- Respond to Arena Requests for information.