

# Administrative Director Ministry Description



**Title:** Administrative Director

**Purpose:**

The Administrative Director is dedicated to furthering the work and witness of Chippewa Valley Bible Church by using his talents and applying biblical principals in the administration of business and finance, staff and ministry, and building and grounds. He serves in a staff position to advise and assist the church leadership and has line authority over church support staff. He coordinates and facilitates the day-to-day operations and activities that support the mission, vision and goals of the church.

**Responsible To:** Council of Elders.

**Personal Qualifications:**

- Mature believer in the Lord Jesus Christ
- Committed walk with Christ
- Leadership training experience
- Excellent communication and relational skills with church leaders and the body
- Possess the gifts of administration, vision and conflict resolution
- Meets the biblical qualifications of an elder/deacon

**Demonstrates Proficient Skill In:**

- Oral and written communication
- Team development
- Leadership
- Consensus building and collaboration
- Planning, prioritizing and delegating
- Vision and strategic planning
- Conflict resolution and problem solving
- Team facilitation
- Firm decisiveness
- MS Word, Excel, Power Point (or equivalents) and database management

**Ministry Expectations:**

- Supervise the financial aspect of the church including directing the treasurer and financial secretary in money management and budget preparation
- Develop, implement and maintain policies and operating procedures
- Assist with developing, implementing and maintaining ministries
- Facilitate the maintenance and development of building & grounds
- Coordinate ministries to work together in a way that advances the mission of Chippewa Valley Bible Church
- Direct and coordinate annual evaluations of the paid staff
- Supervise and direct the paid staff and ministry volunteers in accomplishing their assigned tasks
- Resolve interpersonal issues that may arise between staff members and/or between ministry volunteers
- Maintain and organize the official church records and files
- Seek and encourage servanthood