

Job Description

Title: Administrative Pastor

Reports To: Lead Pastor

Status: Full-Time

Purpose

To create and maintain an organized environment with good communication and management that enables pastors, staff, and ministry leaders to minister effectively. The Administrative Pastor must have the ability to understand the vision of MCA and provide structure that enables the vision to be carried out.

Responsibilities

1. Assist the Lead Pastor and Board of Elders to carry out the vision of the church
 - Work with Lead Pastor to understand Vision Strategy and set goals to execute the vision of the church
 - Coordinate and organize the programs of the church to fulfill the established goals
 - Serve on the Board of Elders
 - Oversee and lead church constitution updates

2. Provide care for the Congregation at MCA
 - Provide direct supervision for the MCA Secretary position
 - Look for ways to support Ministry Leaders at MCA
 - Assist the Church Council Chairman and Vice Chairman with church council agendas and organization of processes
 - Get to know the MCA Congregation members and regular attenders
 - Be available during services at MCA to support and show love for the people of MCA

3. Lead in cooperation with the Trustees in the Management of MCA's Facilities
 - Serve as the church liaison and coordinator of all construction and building projects as necessary
 - Communicate with ministries or departments when their facility usage will be impacted
 - Ensure that the facilities and grounds are kept in good condition through systems of cleaning, maintenance and improvements, and provide leadership for hired staff responsible for these areas
 - Provide direct supervision to the custodian
 - Serve as liaison to Fredericksburg, Wayne County, EPA or any other governmental agencies regarding property, right-of-way, easements or any other concern that arises
 - Oversee coordinating the church family's use of the church facilities
 - Oversee coordinating the community's use of church facilities
 - Monitor budget spending with the Trustees

4. Assist the Pastoral Team in the Production of Sunday Morning Services
 - Work to ensure that Sunday Morning service plans are executed well
 - Cooperate with the Lead Pastor and Worship Leader to create and coordinate a meaningful worship service
 - Participate in the creative process of developing and planning sermon series

5. Provide Human Resource oversight for the Church Staff
 - Help with annual staff evaluations as needed, completing evaluations for direct reports
 - Help facilitate and lead weekly staff meetings
 - Propose and implement new programs needed regarding employee benefits (such as insurance, pension, disability etc.)
 - Work to create and maintain a staff handbook
 - Assist the Lead Pastor, Elders, and Church Council in establishing the hiring sequence necessary according to MCA's missional priorities
 - Work with the Trustee Board to create annual compensation agreements for all paid staff

6. Oversee MCA's Audio, Visual, and Information Technology department
 - Ensure that the Audio and Visual department of MCA has the needed volunteers
 - See that each volunteer is adequately prepared to serve in these capacities
 - Provide leadership and support for all things IT. (Phone, Email, File sharing, software, etc)
 - Oversee ongoing website, mobile app development and maintenance
 - Manage the MCA Internal network equipment and ensure adequate service
 - Manage the MCA Livestream equipment and ensure adequate service
 - Provide oversight and management of the Church Management System
 - Provide support for Technology used in Ministry at MCA. (TV, Roku, etc)

7. Provide Graphic Design and videography support
 - Create graphic artwork for sermon series and other events, announcements, ministry needs etc.
 - Provide support for video editing and production for other staff members
 - Work with outsourced graphic design and videographer vendors to coordinate projects and manage the expense budget

8. Perform other duties as assigned by the Lead Pastor