

Position Announcement For Administrative Minister

Classification:
Full-time, exempt

Salary:
Depending on
Qualifications

Responsible to:
Elders

Work Schedule:
8:00 to 5:00
Monday - Friday
Potential overtime and
weekends

**Send resumes to and
request information
from:**

Paul Boorman

Administrative Minister

Phone: 903-758-0161

E-mail:

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610 E. Loop 281
Longview, TX 75605

Alpine Church of Christ is seeking the qualified person to fill the position of Administrative Minister. Completion of a college degree and the equivalent of 5 years of experience in church and/or not for profit administration are required.

Job Description

Principle Job Functions:

In partnership with the Lead Minister the Administrative Minister provides executive leadership for church operations at the direction of the elders. Through responsible oversight of church business operations and support of ministries this position is essential to both the internal operations and a positive image of the church to both members of the church and the community.

Responsibilities:

- Supervise, coordinate, encourage and/or manage church staff as assigned
- Serve on and provide administrative support to the eldership and other designated leadership teams
- Coordinate the preparation of annual church budget and administer approved budget according to policy
- Oversee church property management and future planning
- Develop, implement, and apply policies and procedures to guide the organization
- Assist with process coordination of elder and deacon selections

Essential Knowledge and/or Skills

- College degree in management or related field
- Proficient in Office Suite processes, especially Word and Excel
- Capable of effective written and oral communication
- Knowledgeable of accounting and other financial processes
- Familiar with church and/or not for profit operations
- Familiar with facility and campus maintenance

***Detailed job description available
through contact shown to the left.***

Alpine Church of Christ Full-time Staff Benefits

Benefit Allowance:

A personal benefit allowance is provided full-time employees to assist with health care or other family needs.

Retirement

A retirement match into an approved plan of up to \$1,000 per year is provided full-time employees.

Staff Leave Policy:

Vacation Leave

Full time employees are eligible for accumulated vacation after completing 6 months of employment. Vacation time is allotted as follows:

One through three years – 2 weeks (Upon hiring, the employee will accumulate 3.08 hours per pay period)

Year four through ten years – 3 weeks (beginning with the 37th month the employee will accumulate 4.60 hours per pay period)

More than ten years – 4 weeks (beginning with the 121st month the employee will accumulate 6.15 hours per pay period)

Sick Leave

Full-time employees are granted paid sick leave up to the number of hours accumulated. Sick leave accumulates at a rate of 3.5 hours per payroll period to a maximum of 240 hours.

Bereavement Leave

Employees who have completed at least ninety days of continuous service are eligible for up to three days paid leave per event, to arrange and/or attend the funeral of an immediate family member.

Holidays

Alpine church office will be closed and the staff will observe the holidays shown below:

New Year's Day (or work day closest to January 1)

Good Friday

Memorial Day

Independence Day (or work day closest to July 4)

Labor Day

Thanksgiving and Friday after (2 days)

Christmas day and selected day (2 days)

Employee's birthday

Longevity Recognition

After completion of 10 years of employment Alpine staff members receive special recognition for their service in the form of an extra week of vacation time and two weeks of pay.