

RENO CHRISTIAN FELLOWSHIP POSITION PROFILE

Position Title: Director or Pastor of Administration (depending on qualifications)

Reports to: Lead Pastor

Summary: Primary responsibilities include oversight and management of church finances, church facility and human resources for church staff. This will include direct oversight of receptionist/administrative assistant, church bookkeeper, and facility staff (currently 4 people).

Education

- Undergraduate or graduate degree in Business Administration or Finance or equivalent desired

Experience

- Familiar with annual budgets
- Good working knowledge of the innerworkings of a local church
- Demonstrated ability to build a team environment
- Strong analytical and multitasking capabilities. An implementer.
- Good interpersonal skills
- Possess the ability to think strategically
- Record of personal financial stewardship

Duties and Responsibilities:

Financial and Corporate Management

- Assist Lead Pastor with projects as needed
- Administrate employee payroll and benefits
- Supervise Bookkeeper in the daily financial processes of the church budget
- Oversee approved church budget and ensure that all funds are handled properly and within budget
- Manage and review internal accounting procedures and policies (e.g., check request, offering, expense reports, etc.) and make appropriate changes as needed to ensure proper accountability controls are in place
- Oversee church insurance contracts and permits
- Oversee any legal matters involving RCF
- Review and sign all contracts involving RCF ministries
- Ensure that RCF is in full compliance with all federal and state laws as they apply to the church
- Oversee Administration and Facility budgets
- Potentially other responsibilities as assigned

Facilities Management

- Supervise Facilities Supervisor in the daily oversight of maintenance and repair of church facilities and grounds; custodial and maintenance staff; and ministry set-up requirements; facilities budget
- Oversight of facility remodels, additions, and projects

Personnel Management

- Supervise administrative staff in the daily management of the office and Pastoral Team
- Oversee all office personnel issues, including hiring, training and performance reviews
- Administrate existing employee handbook policies for Pastors and Pastoral Support Staff
- Responsible for church technology needs, including church database, printers, equipment and church phone system

Gifting

- Teachable spirit
- Administrative gift, with attention to details
- Wisdom and discernment in the areas of business administration and stewardship
- Pastoral heart
- Passion for ministry

Personality Traits

- Total commitment to the Lord Jesus Christ
- Servant's heart – serving and supporting all RCF ministries
- Must be able to motivate and empower others
- Ability to relate to others at various levels

Expectations

- Commitment to the Pastoral Team – be a team player
- Agree to guidelines as laid out in the RCF Personnel Handbook
- Be an Evangelical Christian with a commitment to the Lordship of Jesus Christ
- Fit the church's style, spiritual approach and philosophy
- Either a current regular attender at RCF or a willingness to become one

In the process, the following questions will be used to ensure the person will fit into team here at Reno Christian Fellowship.

Biblical Fit:	Is the person of Godly character?
Spiritual Fit:	Does the person fit our church style and spiritual approach?
Team Fit:	Is the person a team player?
Philosophy Fit:	Does the person agree with our philosophy of church ministry?
Friendship Fit:	Will others enjoy working with the person?
Ministry Fit:	Can the person do the job?

Compensation:

- Salary commensurate with experience, education and responsibilities and comparable to the same position at other churches of similar size
- Benefits include vacation, health, dental, and vision insurance, retirement plan, and continuing education

If you are interested, contact Brandon Evans at bevans@rcfnv.org or 775-853-4234.