

JOB DESCRIPTION

CHURCH ADMINISTRATOR

301

DIRECT REPORT

The position reports directly to the
OPERATIONS DIRECTOR

KEY RELATIONSHIPS

The position works closely with the
**SENIOR LEADERSHIP TEAM, STAFF, ELDERS,
CHURCH LEADERS**

TIME EXPECTATIONS

This is a part-time position, 20-25 hours a week,
which includes Sunday AM services.

SALARY RANGE

\$18-\$25/hour, depending on experience and skills

ALIGNMENT

This position is best suited for someone with DISC
results/personal strengths in the following order:

1. C- CONSCIENTIOUSNESS

Places emphasis on quality and accuracy,
expertise, competency

2A.S- STEADINESS

Places emphasis on cooperation, sincerity,
dependability

2B. D- DOMINANCE

Places emphasis on accomplishing results, the
bottom line, confidence

4. I- INFLUENCE

Places emphasis on influencing or persuading
others, openness, relationships

CHRIST

Your first and primary goal is to foster a passionate love for Jesus Christ in your life, the lives of your team members, and the people who are a part of Trinity New Life Church. Specifically, we expect Leaders to:

- Maintain God-ordained priorities in your life by putting Jesus first, your spouse second, your children third, and ministry fourth.
- Be intentional in meeting with God every day.
- Work hard so you can honor your days off.
- Make Sunday morning services a priority in your schedule.
- Participate in a Discipleship Community, barring unavoidable life circumstances which prevent you from doing so for a season.

CHARACTER

Leaders serve in the biblical capacity of Deacons, and as such are expected to meet the qualifications listed in 1 Timothy 3:8-13. Specifically, we expect Leaders to:

- ***“Be well respected and have integrity”*** - Leaders should be an obvious choice from among their peers, not because of their skills or talents but because of their character and reputation.
- ***“Not be heavy drinkers”*** - Alcohol consumption isn’t forbidden, but it is expected for a leader to be wise and defer to their surroundings when choosing to drink. Drunkenness, according to Scripture, is sinful.
- ***“[not be]...Dishonest with money”***- Leaders are asked to tithe at least 10% of their income to TNLC, and wisely steward the remaining 90%.
- ***“Be committed to the mystery of the faith now revealed”*** - Believe in Christ alone for salvation through the life, death, and resurrection of Jesus Christ, shown through repentance and water baptism in response to that repentance.
- ***“Live with a clear conscience”*** - Proactively communicate with their Direct Report regarding any habitual sin patterns or major moral failures.
- ***“Not slander others”*** - In their communication, a leader should avoid gossip, talk to people and not about them, and always err on the side of encouragement.
- ***“Be faithful to [their spouse]”***- While not every leader needs to be married, every leader is expected to at least uphold the Biblical ethic of physically intimate relationships only being in the boundaries of a marriage relationship between a husband and a wife.
- ***“[They] must manage [their] children and household well”*** - Having children is not a requirement for leadership, but those leaders with children should be intentional to develop as godly parents, and proactively, not passively, encourage their families to pursue a relationship with Jesus.
- ***“They must exercise self-control and be faithful in everything they do”*** - This phrase from Paul serves as a bit of a catch-all to remind leaders to pursue holiness and honorable living in every area of their lives, even if isn’t specifically spelled out anywhere. Even if something is permissible it does not mean it is beneficial.

CHURCH

Deacons are expected to be loyal to the values and staff of TNLC and always protect the unity of the church. Specifically, we expect Leaders to:

TRANSFORMATIONAL TEACHING

Look for opportunities during serving to both teach about Christ and how to better obey Him.

DEFIANT GENEROSITY

Give at least 10% of your income to TNLC, and wisely steward the remaining 90%, looking for opportunities to be generous outside of church-based giving.

SACRIFICIAL SERVICE

Embrace the significance of sacrifice and model it to your team. Never ask them to do something you haven’t done first.

INTENTIONAL EVANGELISM

Build relationships with lost people, inviting them to know Jesus and come to TNLC.

REDEMPTIVE COMMUNITY

Move beyond casual friendships and into honest, loving and potentially uncomfortable community with your team members. Create environments to help make this happen.

EAGERLY DESIRE

Cultivate an eager desire for the Holy Spirit to move in and through you in all areas of your life.

COMPETENCY

As of May 2025, the Church Administrator is responsible for the following key tasks and outcomes:

QUALIFICATIONS

- The Church Administrator must possess an excellent work ethic, the discretion to handle confidential information, and a commitment to provide high-quality service through responsiveness to request while maintaining a professional demeanor at all times.
- A successful Church Administrator will be well-organized, proactive, flexible under pressure, and demonstrate a strong desire to ensure that the church is cared for through clarity and communication.
- Professional-level skills and experience in administration, project management, communications, event planning, and leadership.
- Strong communication abilities in writing and in person.
- Demonstrated editing, and proofreading skills.
- Skills & proficiency in Microsoft Office, Google Suit, Slack, Pages, and Keynote.
- Unquestionable integrity and trustworthiness with confidential and sensitive information.
- Strong attention to detail.
- Self-directed; the ability to manage work assignments and projects with minimal supervision; self-motivation with the ability to work independently.
- Superb organizational skills, including the ability to set priorities, manage multiple tasks with different deadlines and organize time effectively in a complex environment.
- An independent problem solver who can think proactively, take initiative, set priorities, and bring tasks to completion with appropriate follow-up.
- Ability to exercise diplomacy.
- Value team collaboration & foster good working relationships with colleagues & others.

GENERAL TNLC EXPECTATIONS

- Respond to all TNLC-based communication within 24 hours of receiving it.
- Guard the church's cultural values, and intentionally advance them.
- Continually engage in personal development, both as a Christian and as a leader.

IRREGULAR CHURCH RESPONSIBILITIES

- Assist with the communication and execution of the following church classes: Starting Point, Financial Peace University, Making Disciples, Other classes where the Lead Pastor is the point teacher/leader.
- Organize the monthly staff leadership meeting
- Partnering with other staff on a high-functioning team to execute irregular projects and events.
- Coordinating hospitality needs with prospective appointments and out-of-town guests.
- Assist Lead Pastor when needed.
- Pre Marital Certificate prep and admin

GENERAL ADMIN

- Connection cards (create profiles, add people to Mailchimp, check them in, prayer requests, Process next steps cards)
- Manage Google Voice (texts, voicemails, phone calls) *(multiple people monitor this account)*
- Manage the weekly office staff cleaning rotation
- Weekly Sam's Club purchasing
- Buy TMOW gift cards
- Gift cards & cards for new families / families in need
- Manage Lost & Found
- Update weekly order of service cards
- Pick TMOW
- Add events to the TNLC Events calendar
- Church membership processing (email, connect with team leads if they want to serve, update profiles, give membership certificates)
- Help monitor info@ email - *(multiple people monitor this email)*
- Manage the pastor@ email address.
- Admin of baptism interest, videos, sign up
- Assist other admin with small building, admin, purchasing tasks as needed
- Facilitate First Time Guest emails
- Facilitate First Time Giver emails and gifts to be mailed out.

HOSPITALITY SUNDAY AM TEAM

- Establishes and guides quality standards and processes for Hospitality Team.
- Use the church culture as a framework to create a team culture that ensures the optimal guest experience.
- Communicate weekly with all Sunday AM leaders to continually to cast vision, build relationships, and train in both church culture and team specific skills.
- Oversee team on-boarding by casting vision to new team interest through Vision Sunday.
- Works to find ways to celebrate the team throughout the year.
- Schedules Sunday morning serving team in PCO
- Communicate needs and areas of growth for team with Direct Report
- Desire continual growth in learning about hospitality, guest services, and other Hospitality areas through books, podcasts, or articles.