



**Ministry Area:** Administration

**Position Title:** Director of Church Administration and Finance

**Supervisor:** Senior Pastor

**Employment Classification/Status:** Full-Time, Exempt

**Mission:** *To make disciples of Jesus Christ for the transformation of the world.*

**Core Values:** Big Hearted, Spirit Led, Christ Minded, Bound by Love

**Position Overview:**

The Director of Church Administration and Finance is responsible for providing leadership and direction to all ministry directors regarding administrative operations, finance and budget, and human resources. The position provides day-to-day oversight and direction to Finance, Facilities, Reception Desk, and Communications. This position also provides guidance for all staff related to HR matters including: recruiting, hiring, retention, employment policies and enforcement, training and development, compensation and benefits, workplace safety and health, regulatory compliance, and other related activities. The position supports the pastors with daily operations of church business, promoting the ministry's mission, vision, and culture in all aspects of the role.

**Education, Experience, and Certification Requirements:**

Required Qualifications

- Bachelor's Degree required in Business, Human Resources, Finance, or a related field
- Minimum of 5 years' experience in a leadership/operations position (e.g. manager, director, or other with increasing accountability and responsibility)
- Prior leadership/operations experience with supervision of multiple departments
- Prior experience hiring, training, and motivating a diverse workforce
- Strong business acumen, prior experience managing a budget, and ability to read, interpret, and make reports on financial statements
- Knowledge of state and federal employment regulations and compliance initiatives required
- High level of diplomacy, judgment, discretion, integrity, flexibility, and credibility
- Ability to maintain confidentiality and to handle sensitive employee issues with diplomacy and tact
- Excellent organizational and follow-up skills with consistent attention to detail and accuracy
- Collaborative work style and strong consensus building skills
- Excellent verbal and written communication skills
- Proficiency with both Microsoft Office & Excel, as well as ability to learn new software programs and data bases
- Passion and appreciation for the principles of Christian witness, servant leadership, kindness, humility, and integrity

Preferred Qualifications:

- Prior experience in a ministry, non-profit, or charitable organization

**Spiritual Gifts:**

- Administration - organizing people and ministries efficiently
- Encouragement - encouraging others to grow both in their skills and their faith
- Hospitality – make others feel welcome and comfortable
- Helping (serving) – provide aid and relief to meet practical needs
- Leadership - motivating and inspiring others

## **Essential Duties and Responsibilities:**

1. Provide leadership and direction to the church's administration and operational functions: Finance, Facilities, Communications, Human Resources. Facilitate productive communication among ministry areas, leadership, staff, and servant volunteers to ensure consistency in operations. Build trust and grow discipleship among team members by exemplifying Christ-like values in actions and speech.
2. Provide continuous consultation and communication to church leadership regarding personnel and operations-related issues. Partner with church and school leadership to reinforce consistency of culture and message to members of both the staff team and the congregation, as well as the community.
3. Oversee the financial management and budgeting processes for Trinity United Methodist Church through providing guidance and direction to the Accountant and Assistant Accountant.
4. Oversee recruitment and hiring process for all church and preschool staff.
5. Oversee and lead effective onboarding practices and training for all new staff.
6. Develop and implement new and continuing training programs for all staff. Assist staff in identifying continuing development opportunities.
7. Work with leaders to establish and implement performance guidelines, goals, and objectives and foster a "feedback culture" among all staff. Assist leaders with coaching, disciplining, and/or terminating employees when necessary.
8. Ensure all compensation is administered in accordance with the compensation program and Trinity United Methodist Church guidelines and philosophies. Assist in the development of compensation strategies and offer recommendations to senior pastors and Staff-Parish Relations Team as needed and requested. Carefully monitor and analyze market compensation trends.
9. Monitor, review, and ensure that time and attendance records are accurate and aligned with church policies. Oversee accurate record keeping of leaves of absence, PTO, overtime.
10. Manage church benefits programs including health insurance, disability insurances, workers' compensation, pension plan, and others. Direct the administration of benefit programs. Assist in negotiating benefit contracts, programs, and benefit plans with third party vendors. Ensure church employee benefits are competitive and cost-effective.
11. Implement and oversee risk management programs such as drug testing programs, motor vehicle reports, and background checks, in accordance with best practices and requirements of the Florida Conference of the United Methodist Church. Administration and record keeping of background checks for staff and volunteers.
12. Ensure that all monthly and annual reports due to the Florida Conference of the United Methodist Church are accurately submitted on a timely basis.
13. Ensure all personnel policies are consistent with industry trends and local/state/federal employment regulations. Continually develop, update, and recommend personnel policies and procedures and direct the interpretation and implementation of those policies and procedures.
14. Stay abreast of, and ensure, compliance with all local, state, and federal employment regulations including, but not limited to those related to the Fair Labor Standards Act, the Equal Employment Opportunity Commission, the Immigration and Naturalization Service, state labor laws, unemployment, Workers' Compensation, COBRA, OSHA, and others. Formulate a program whereby all regulations are monitored and maintained.
15. Oversee and support the Director of Facilities to continually assess the safety program, training needs, workers' compensation ratings, and others to ensure Trinity United Methodist Church maximizes safety awareness and reduces safety-related liabilities. Interface with doctors, carrier representatives, insurance agents, consultants, and others to resolve safety-related matters. Work closely with Director of Facilities to update the safety program and training as needed. Regularly review contracts, health and safety reports, MSDS sheets, OSHA record, workers' compensation claims, and other records to ensure compliance with local, state and federal regulations.

16. Oversee and support the Director of Facilities in administration of the Food Service operations and budget.
17. Supervise the Reception Coordinator and part-time receptionists at the reception desk.
18. Oversee and support the Director of Communications and staff.
19. Oversee the auditing and maintenance of appropriate documentation of personnel files, including new hire documents, performance reviews, coaching and other feedback memos.
20. Maintain the employee handbook and all policy and procedure manuals to ensure all information is current, compliant, and communicated effectively to all employees.
21. Ensure all job descriptions are current. Develop new job descriptions when needed.
22. In collaboration with the Staff Parish Relations Committee and pastoral staff, continually review, analyze, consider, recommend, and develop state-of-the-art HR programs to meet the changing needs of the organization (i.e. employee recognition programs, awards, retention programs, etc.).
23. Conduct or attend regular staff team meetings. Promote and develop relations and communications across ministry areas.
24. Attend position-specific community and church functions and related meetings as needed. This regularly includes Executive Team, Church Council, Finance Team, and Permanent Endowment and Planned Giving Ministries Committee.
25. Model Christian character as evidenced by a life of prayer, spiritual disciplines, weekly worship, generosity, and participation in the life of Trinity
26. Exhibit dedication and investment in the mission, vision, and core values of Trinity United Methodist Church.
27. Perform all other duties as assigned.