



## EXECUTIVE ADMINISTRATOR

The Executive Administrator is responsible for managing and coordinating all office operations and procedures in order to ensure organizational effectiveness and efficiency, including all matters pertaining to, but not limited to Human Resources, Finances, Communications, and Facilities. In addition, the Executive Administrator provides executive level support to the elders and pastors and is responsible for the supervision of the Administrative Assistant and Accounting Assistant.

### HUMAN RESOURCES

The Executive Administrator is responsible for all aspects of Human Resources, including:

- Manage all aspects of personnel records, including but not limited to:
  - Create and edit job descriptions for all paid positions within the church
  - Manage, review, and coordinate all stages of hiring Crossway staff, including managing the church application form, onboarding, and providing general church staff training
  - Manage wage scales, salary schedules, and annual merit increases
  - Coordinate and track annual performance reviews
  - Maintain all personnel files
- Oversee and manage employee benefits, including insurance, retirement, paid leave, and annual compensation notices
- Oversee and manage payroll reporting with the church accounting assistant and serve as the church's liaison with the payroll management company
- Oversee and coordinate Crossway's compliance with state and federal mandates, taxes, employment laws, safety requirements, and HR training requirements, etc.
- Consult with Christian legal counsel on compliance matters that are incongruent with our theological convictions
- Develop and maintain the Church Policies & Procedures Manual
- Encourage pastors and staff in maintaining a healthy spiritual, personal, and work balance
- Supervise and manage the Administrative Assistant and Accounting Assistant

### COMMUNICATIONS

- Coordinate church website updates from the pastors and staff for the church website
- Review the All-Church Email (ACE) and Worship Service Reminder (WSR) prior to posting
- Record minutes for all Congregation Meetings
- Prepare inter and extra church communications

## **PROPERTY MANAGEMENT**

- Manage and coordinate all property maintenance and repairs, including scheduling vendors, signing contracts, overseeing repairs, and remitting payments
- Oversee and coordinate property security, including managing contracts, serving as liaison with the alarm and guard companies, and providing oversight to the guards on duty
- Manage and approve property and equipment purchases
- Manage and coordinate requests to use the church property, including creating, managing, and implementing policies and procedures for church usage
- Review, approve and manage Crossway facilities rental contracts and confirm renter's agreement with Crossway's statement of faith and theological convictions
- Approve purchases relating to the church office and facilities

## **FINANCES**

- Serve as a corporate officer on the Stewardship Committee, applying biblical stewardship principles
- Serve as secretary for Stewardship Committee meetings and maintain minutes for all meetings
- Coordinate and manage annual budget request forms
- Process compensation requisitions or contract payments in emergency situations
- Maintain co-signing authority for Crossway's bank and investment accounts

## **EXECUTIVE ASSISTANT TO THE PASTORS/ELDERS**

- Coordinate administrative needs for weekly staff meetings including setting weekly Zoom links and ordering book study materials for the staff
- Engage in weekly staff meetings including gospel-centered, biblical, and theological book studies for general ministry development
- Coordinate and manage all administrative details of staff and leadership retreats, including securing venues, coordinating participants, communicating all pertinent information with participants, and engaging in the retreat activities
- Coordinate and manage all administrative details for all-church or all-staff functions
- Coordinate logistic details for funerals and weddings with the help of the Administrative Assistant, including rental contracts, scheduling janitorial service, arranging for a church coordinator, and processing payments
- Oversee and manage the church master calendar
- Other duties, as assigned

## **EXPERIENCE, QUALITIES, AND ABILITIES REQUIRED**

- Full agreement with, will abide by, and will uphold Crossway's Statement of Faith
- Understanding of and commitment to the mission, vision and values of Crossway Church SFV
- Has a strong, stable, mature Christian faith
- Spend appropriate time in personal reading, study, and prayer

- Maintain a lifestyle consistent with sound Christian principles and standards of conduct promulgated by the Word of God and Crossway Church SFV
- Has a growing, dynamic relationship with God with a heart for both God's people and the lost
- Clearly demonstrates Christ-like integrity and character
- Is called to this area of church ministry
- Trustworthy, honest, high level of integrity, and discernment to maintain confidentiality
- Self-initiating person who is organized and able to work independently with minimal supervision
- Ability to work in a team environment with a Christ-like attitude
- Attention to detail, organized, and strong administrative and writing skills
- Proficient with Mac and PC computers, Microsoft Office, and Google Applications
- Ability to manage multiple priorities
- Willing to use personal transportation for business errands, as needed
- Willing and able to make deliveries or pickups and perform other jobs that require substantial walking, climbing stairs, or lifting heavy boxes and packages

### **SALARY AND BENEFITS**

- Weekly Hours: 20-25 hours per week; Regular church office hours will be maintained.
- Hourly wage: to be determined
- Sick pay: For calendar year, one hour of sick pay for every thirty hours worked
- Two weeks paid vacation
- One week paid ministry leave for participation in a ministry not related to worship ministry (e.g., Mt. Hermon staff, short-term missions)
- No medical, dental, or retirement benefits are provided

### **CROSSWAY CHURCH SFV**

Crossway Church SFV is a Protestant, evangelical church under the OMS Holiness Conference. Pastors and staff must profess personal faith in Jesus Christ, endorse the church's statement of faith, mission, and values, and be committed to biblical standards of conduct promulgated by the Word of God and the Crossway Church SFV. Crossway Church SFV does not discriminate on the basis of race, color, national origin, ethnic group identification, sex, age or physical disability. However, as a private religious organization, the church reserves the right to exercise preference on the basis of religion in all of its employment practices.