



Business Manager **Job Description**

Title: Business Manager

Purpose: This position provides for the administrative and business needs of the church to be handled consistently and with excellence so that the Pastoral Staff (Pastors/Ministry Directors) are free for effective ministry. This position also provides support for lay ministry teams so that they can be effective in the ministries they offer.

Reports To: Senior Pastor

Type of Position: Part-time (20-30 hours week)

Profile: The ideal candidate will be energized by a sense of kingdom mission and a passion for seeing the church maximize its human, financial, and capital resources for impact.

Character: We expect this individual to have a high degree of integrity, to be able to maintain confidentiality, to work well independently, and to communicate needs and concerns directly to the appropriate party. We expect a demonstrated desire to grow spiritually and become more like Jesus and a commitment to the church and a love for people. We expect this individual to be able to be genuinely supportive of the purposes and character of Church in the Vineyard, whether or not they attend CTV.

Responsibilities:

1. Organize phone coverage and secretarial support for the Pastoral Staff.
2. Provide Administrative support to other ministry teams of the church as time is available.
3. Manage the Office: Keep office functional and hospitable, supplies stocked, office machines/equipment working, maintain equipment and vendor contracts, maintain the computer network, maintain office systems/procedures, and filing.
4. Oversee and organize the maintenance, upkeep, and compliance of the CTV's grounds and facilities.
5. Organize and provide for access and set up of the building for special functions.
6. Maintain and manage the church database.
7. Manage insurance and benefit accounts.
8. Manage the building schedule.

Education/Experience Requirements

1. High School/GED plus some college or trade school hours.
2. Proficient MAC and PC computer skills, experience with Microsoft office products.
3. The ability to assign tasks to others and give appropriate feedback.
4. High attention to detail and proofreading skills.
5. Written and verbal communication skills.
6. Works independently. Highly motivated. Strives for work excellence.
7. Excellent organizational skills including scheduling, accounting, and filing.
8. Prior experience with benefit administration, non-profit, bookkeeping, and small business accounting, a plus.
9. A minimum of five years experience in an office administration position.
10. Background clearances will be required as part of the application process.
11. Experience in a seeker-sensitive model church.
12. A clear testimony of your relationship with Christ.