

Pastor of Administration & Education

Myrtle Grove Baptist Church
Pensacola, FL 32506

Principal Function:

The Pastor of Administration & Education shall be responsible for the development, promotion, and administration of the church's educational programs. He is also responsible for the administration and supervision of the business affairs of the church.

Qualifications: The Pastor of Administration & Education shall:

1. be a man fully devoted to God, be committed to biblical Christian principles and teachings, be highly motivated to share Christ with others, and maintain a personal spiritual life congruent with biblical mandates for leaders (1 Timothy 3:1-7),
2. have a demonstrated track record of leadership in church administration and education,
3. have a college degree (seminary or graduate degree is preferred),
4. have the ability to work with other staff members and volunteers as a team,
5. listen effectively and communicate clearly, both orally and in written form,
6. have quality leadership and motivational skills, and
7. have the ability to use computer software and assist the church in staying relevant in a technology-driven society.

Relationships: The Pastor of Administration & Education shall:

1. be responsible to the Senior Pastor for functional duties,
2. work well with other staff members as a team to fulfill the mission and goals of the church,
3. relate well with the congregation and public,
4. work with the Pastoral staff, Leadership Team, Sunday School Director, Church Training Director, Department Directors, and appropriate committee chairpersons and team coordinators in planning short and long-range educational and special events of the church,
5. work with the Pastoral staff and Leadership Team, in developing and promoting the general outreach program for the church,
6. work with the Pastoral staff, Chairman of the Deacons/Yokefellows, Treasurer, Finance & Personnel Committee to administer the affairs of the church,
7. adhere to applicable policies and procedures governed by MGBC Constitution, By-Laws-and all policies and procedures, manuals, and
8. have an annual performance review or exit interview conducted by the Senior Pastor and forwarded to the Personnel Committee.

As an ordained Pastor, he is authorized to conduct worship services, perform ministerial functions, and administer ordinances to prescribed tenets and practices of MGBC.

The duties of the Pastor of Administration and Education may require revision from time-to-time and may be revised in consultation with the Senior Pastor and the Personnel Committee. All changes shall be approved by the church. This does not include training programs or special events.

Specific Duties as the Pastor of Administration & Education:

- A. Supervise all administrative functions of the church to include banking, maintenance contracts, loans, legal procedures, tax administration office correspondence and record keeping.
- B. Function as the primary administrator of the church computer network and IT contact and its maintenance.
 - i. The Pastor of Administration will be the point of contact for equipment maintenance including computers, servers, telephones, office machinery, and software (includes managing accounts and arranging repairs).
 - ii. The Church Administrator will provide technology support including troubleshooting, training, downloads, updates, and maintenance, including managing accounts and arranging repairs.
 - iii. The Church Administrator will coordinate technology and maintenance contracts, including reviews, updates, maintenance, and recommendations to the appropriate committee(s) when approval is necessary.
 - iv. With regard to the responsibilities related to information technology, the Pastor of Administration may delegate tasks to other employees as best serves the church.
- C. Assist the treasurer and Finance Committee in development of the annual budget.
- D. Ensure plans and procedures to safeguard all incoming finances to the church to include daily activities are followed.
- E. Coordinate the church calendar to ensure the readiness of the facilities.
- F. Supervise the care and upkeep of the entire campus (including the grounds).
- G. Supervise all support staff in the performance of their responsibilities.
- H. Complete annual performance review for all employees other than Senior Pastor and forward to Senior Pastor and Personnel Committee.
- I. Develop and maintain a distribution of supplies required by staff to complete their tasks at all times. These supplies include, but are not limited to, all office and computer-related materials. This distribution system may also include the ability of volunteers to obtain items needed to do their ministry.
- J. Cooperate with church associations on local, state, and national levels to work with projects of mutual interests.
- K. Seek out the latest trends, methods, and materials, to equip the church for ministry.
- L. Work with all committees and teams to assist as needed in church training programs.
- M. Be responsible for providing direction to all Sunday School leaders and directors as needed or requested.
- N. Provide training, conferences, and, at minimum, (3) small group/Sunday School leadership training meetings per calendar year.
- O. Order material for teaching and training and ensure it is distributed properly.
- P. Prepare annual budget for needed materials.
- Q. Work with the Nominating Committee to enlist qualified small group/Sunday School teachers and other ministry leaders.
- R. Assist with VBS in promotion, providing material, curriculum, recruiting and training volunteers.
- S. Assist Mission Team in planning mission work and conferences.
- T. Provide direction and help supervise MGBC outreach program.
- U. Participate in MGBC visitation program.
- V. Perform other tasks as agreed upon in accordance with current guidelines.