

# Crossroads Church Administrator

## Purpose

To provide comprehensive administrative, operational, and communications support for the ministries of Crossroads Church. The Church Administrator ensures the effective coordination of church operations, internal and external communications, and digital media in alignment with the mission, vision, and policies of Crossroads Church.

## Reports To

Lead Pastor

## Hours

Part-time, approximately 15 hours per week (flexible schedule; may vary seasonally based on ministry needs)

## Compensation

\$19 per Hour

## Key Responsibilities

### Communications & Media

- Write and distribute the weekly “This Week at Crossroads” email.
- Maintain and update the church website, including sermons, announcements, and calendar updates.
- Create, edit, and print the Sunday bulletin (approximately 80 copies weekly).
- Prepare and update the Proclaim presentation for Sunday worship.
- Manage church social media through Meta Business Suite (2–4 posts weekly).
- Collaborate with the Lead Pastor and staff to plan and coordinate announcements and communications.
- Keep bulletin boards and entryway displays current and visually appealing.
- Design digital and print materials for special events (e.g., VBS, Church in the Park, Motorcycle Sunday).
- Support marketing and communication efforts for seasonal ministries.
- Maintain leadership updates and event visuals for the website and church displays.

### Administrative & Operational Support

- Check and respond to administrative communications (emails, texts, voicemails).
- Distribute physical mail and maintain organized office systems.
- Maintain and update the Planning Center database and operations calendar.
- Support weekly staff meetings by preparing announcements and notes.
- Provide administrative assistance to the Lead Pastor, Elders, Deacons, and ministry leaders (printing, forms, scanning, etc.).
- Order and organize office supplies.

- Maintain clean and orderly bulletin boards and public spaces.
- Prepare, mail, and organize cards for birthdays, anniversaries, sympathy, and special occasions.
- Archive and print Elder and Deacon meeting minutes and post on bulletin boards.
- Manage Prayer Request emails and coordinate new member announcements.
- Conduct background checks for volunteers and ministry groups.
- Prepare and distribute Affirmation Ballots and take minutes at congregational meetings.
- Organize materials for Annual Calendar and Business Meetings; ensure events are entered into Planning Center and on the website.
- Archive Documents such as minutes, budgets, bylaws, policies, ect.
- Oversee annual data maintenance for the Planning Center People database.
- Train staff and ministry leaders in the use of Planning Center and communication tools.

### Collaboration

- Participate in weekly staff meetings for coordination of church operations and communications.
- Communicate regularly with the Lead Pastor regarding scheduling, announcements, and upcoming events.
- Ensure cross-team collaboration and timely completion of administrative and media related tasks.

### Monthly / Quarterly / Yearly Responsibilities

- Update Proclaim slides and communication materials for Communion, holidays, and seasonal events.
- Prepare visuals and printed materials for the Annual Business Meeting and Calendar Meetings.
- Distribute proposed budget in December per church policy.
- Attend one Deacon meeting per quarter (as requested).
- Send monthly timesheet to Treasurer and Lead Pastor.

### Skills and Qualifications

- Strong administrative and organizational skills.
- Excellent written communication and attention to visual design.
- Proficient in: Microsoft Office (Word, Excel, Outlook, etc.)
- Able to quickly learn digital tools
- Detail-oriented with strong follow-through and time management.
- Discreet and professional with confidential information.
- Creative, self-motivated, and able to meet recurring deadlines.
- Collaborative and flexible in a team environment.
- Able to train others in software tools and digital platforms.
- Committed to Crossroads Church's mission and policies.