

## **Katy Christian Community Church (KCCC)**

Katy Christian Community Church (KCCC) is a nondenominational Bible church that was planted in December of 2006. KCCC is seeking a part-time church administrator. KCCC serves both the Chinese speaking and the English speaking communities in the Katy, Texas area. KCCC currently has seven full time staff and three part time office staff with an average Chinese worship attendance of 300+ adults, English (adults and youths) of 120 and children of 100. For more information about KCCC, please visit our website at [www.katyccc.org](http://www.katyccc.org)

### **Job Classification: Part Time Church Administrator**

We are looking for someone who has a life-long passion and is ministry minded for church administration. The Church Administrator is responsible for providing professional administrative support to the day-to-day operations at the church as well as coordinating tasks with the church office staff. The Church Administrator is to facilitate the flow of information and communication between the public and the church staff, keep the daily functions of the church office running efficiently, and manage the resources needed for the ministries of the church to be effective. Additionally, this role provides administrative assistance and support to the Senior Pastor. The Church Administrator is a member of KCCC's staff team and reports to the Senior Pastor.

### **Qualifications and Position Requirements:**

- **Experience:** Past experience in office management/secretarial and administrative task preferred, church administration, a plus. Ability to provide excellent leadership and exercise sound judgment and discretion. Strong organizational/administrative skills.
- **Core Competencies:** Results oriented, interpersonal awareness, flexibility, fostering teamwork among staff and volunteers.
- **Spiritual Life:** Must exhibit a personal and growing relationship with Jesus, is humble, teachable, and disciplined. Must also demonstrate and maintain a healthy family life.
- **Personality:** Good Christian character with a heart for church ministry, people person with strong interpersonal and leadership skills.
- **Language Ability:** Bilingual: Chinese and English. Excellent verbal and written are required.
- **Education:** College degree preferred.

### **Expected Proficiencies:**

- Google Calendar and Docs
- Microsoft Office (MS Word, Excel, Publisher, and PowerPoint)
- Ability to learn Church Database/Management Software
- Ability to use and navigate online resources
- Appropriate proficiency in writing and editing skills both in Chinese and English
- Working knowledge of social media and office technology

### **Key Responsibilities:**

**Church Management:** To ensure the smooth functioning of church management consistent with Biblical principle and church vision.

- **People:**

- To supervise church secretaries and facility staff, to ensure the harmonious execution of church ministries.
- To recruit, train, organize, and supervise the office volunteers to assist church ministries.
- **Facility:**
  - Coordinate facility usage in keeping with the church master calendar.
    - To ensure the smooth and orderly usage of church facilities by implementing reservation systems and usage guidelines.
    - To represent the church in the management of the use (charged and non-charged) of church facility to both members and non-members.
    - To manage the keys and general security and safety of the church premise.
  - Coordinate with maintenance staff for facility maintenance & repairs
    - To manage and direct the maintenance of the church facilities so that they remain in optimal operating condition.
- **IT:** Point of contact for IT issues/coordination and church IT infrastructure.
  - Information technology supervision (hardware, software, server backup, etc.); Graphic design of electronic and print media.
    - To coordinate or maintain website, social media, and all other internet presence as well as printed church postings.
    - To maintain and safe keep church documents and permanent files with the support of IT ministry including publishing and archiving weekly bulletins.
- **Equipment & Supplies:**
  - Maintain office supplies and equipment.
    - To manage and direct the use of the church equipment, to manage the inventory of the church properties.
    - To manage the acquisition of general church and office supplies and equipment as needed with good stewardship.
    - To coordinate supplies for ministries (i.e., new member handbooks, visitor welcome packs, ministry information, etc.).
  - Maintain the Office budgets: advertising; equipment maintenance; equipment purchase (shared); information technology; office supplies; office equipment lease; and postage.
- **Bill-Pay:** To request payments for all church facility related routine expenses, such as utility, security, maintenance and insurance payments.
- **Stewardship:**
  - To direct church office and volunteers in conjunction with the General Affairs deacon to provide regular logistic support for the ministries of the church.
  - To ensure efficient and effective administration of all church business affairs. This position serves as a steward of the physical, financial and personnel resources of the church which includes working with General Affair deacon and Council Chair/secretary in submitting budget items on behalf of the church office; he/she works with Treasury to keep track of transactions related to the office petty cash, lunch program, and day-to-day office operation; working with support staff in scheduling work hours to maximize efficiency.
  - To oversee and coordinate the church office operations including the issue and management of church tax-exemption on purchase of office supplies and cleaning supplies; and, obtaining bids and making recommendations for the purchase of new, replacement of, or repair to, office equipment.
- **Leadership:**

- Direct, oversee & evaluate custodial staff, the administrative secretary/receptionist and other office staff as well as maintain staff records for all direct reports.
- Coordinate event registration process (outreach activities, conference, banquet, camp, etc.) as needed.
- Delegate appropriate tasks to office volunteers as available.
- Set up travel & accommodations for guest speakers of the church.
- Maintain support staff/intern records for pay purposes, eligibility for employment, and salary changes, and administrate benefits.

**Senior Pastor Administrator Functions:** Provide executive assistant support to Senior Pastor (correspondence, calendars, communication, and execution).

- Keep the calendar for the Senior Pastor and assist in appointments and availability requests
- To initiate and execute ministry projects as directed by the senior pastor, to implement vision faithfully and effectively with creativity and tact.
- Assist the Senior Pastor in monitoring vacation days for all staff and maintaining up to date vacation record for all staff.
- Prepare and maintain annual/staff evaluation reports and other special projects as directed by the Senior Pastor.
- Generate reports for the Senior Pastor as needed.
- Advise the Senior Pastor on staff needs or issues.
- As requested, schedule travel arrangements (conference/training/outside speaker) for Senior Pastor.

**Additional Expectations:**

- Participate in annual job performance evaluation by Senior Pastor/Personal Committee Chair.
- Participate in weekly pastoral meeting and staff meetings.
- Participate in monthly council meeting as directed by the Senior Pastor.
- Other duties as assigned by the Senior Pastor.

**Contact:**

Interested applicants who qualify for the ministry position must email a resume and cover letter to the Personnel Committee at [pc@katyccc.org](mailto:pc@katyccc.org) or call 832-437-1998