

Bay Harbor Church
Seasonal Church Administrator

Job Description
1/18/2021

Bay Harbor Church Description: We are a non-denominational, seasonal Christian church. Church services typically begin on Memorial Day weekend and continue through Labor Day. Services are at 10:30 am Sunday at Great Lakes Center for The Arts. Each year we organize a calendar of guest pastors from Michigan and other states. A different pastor speaks each weekend, bringing us inspirational messages to further our life in Christ. 2021 will be our 15th season and the first year with a paid church administrator. For additional information on the church, visit our website: www.bayharborchurch.org.

Position Description: We are seeking an individual to act as administrator in the areas of responsibility (defined below) of Bay Harbor Church on a year-round basis, with the majority of the workload requirement from April through September. The role is a part-time hourly role. This individual will be supervised by the Executive Committee of the Board of Directors.

Education: This individual shall have a minimum education of a High School Diploma. The ideal candidate will have bachelor's degree in hospitality management or a related field such as public relations, marketing, communication, or business.

Experience: This individual shall have demonstrated strong organization and interpersonal skills through previous employment experience. The ideal candidate will have experience planning and organizing events such as weddings, church services, business conferences, or similar events.

Skill sets desired:

Communication: Excellent listening, speaking, and writing skills to communicate with employees, church attendees, vendors, venue staff, and the general community. A mature, calm demeanor with all parties.

Technology: Able to understand, work with and give direction to others using technology tools. Requires proficiency in Word, Powerpoint, and Excel plus the ability to become proficient in ProPresenter, WordPress, Mailchimp and other software necessary for church presentations and communications.

Attention to detail: Ability to notice the most minute details, from proofreading printed and web-based communications, to efficiency and technical aspects of services. A mindset of quality and excellence in each weekly service.

Coordination: Ability to work alongside other people and adjust actions accordingly. Coordinate logistics and services, including technology and equipment needed to run

services, refreshments, transportation, lodging for the pastors and their families, and more.

Problem-solving: Adept at not only solving problems but maintaining composure when doing so. Ability to remain even-tempered under stress.

Interpersonal skills: Ability to establish and maintain relationships with the board, staff, church attendees, vendors and the community is essential. Mindsets of care and service to others are required in all interactions.

Financial: Ability to set-up electronic or other efficient methods to manage bank account, payables, donations, and budget. Work closely with the Treasurer to ensure timely payments and good record keeping.

Areas of Responsibility:

The Administrator will be responsible for executing with excellence the plans approved by the board. In some areas the Administrator will partner with or closely coordinate with a Board or Committee member

1. Pastor scheduling, coordination, and communication including lodging arrangements and payment of honorarium.
2. Weekly service preparation, content, production including preparation of ProPresenter presentation deck. Advancing slides on day of service.
3. Music – support Worship Music leader, as needed.
4. Coordination with location venue and A/V Technologist
5. Prayer Leader – post prayer requests to website and support Prayer Leader, as needed.
6. Community Engagement – work with committee leader to oversee volunteers -- Greeters, Scripture readers, outdoor sign set-up and take-down.
7. Communications – preparing printed and electronic materials including weekly email distributions, website and social media updates.
8. Bible Study – arrange meeting space and coordinate technology needs with volunteer leaders. Manage email list and weekly communication.
9. Financial – manage bank account, track donations, and promptly handle payables. Provide reports, as needed, to the board.

10. Record-keeping – maintain good files for board meeting notes, financial records, taxes, and other aspects.

Compensation: Compensation will be commensurate with the individual's experience, and approved by the Executive Committee of the Board. This is an hourly role, year-round with the bulk of the hours in the church service season. For the months of April-September, we commit to a minimum of 10 hours per week (guaranteed), with the expectation that from Memorial Day to Labor Day the position will require ***approximately 20 hours/week***. During the winter months, the hours will be minimal – with primary work supporting the off-season board meetings (which are typically once a month, for two hours on a Saturday morning).

Contact Information: To apply for this position, send your background, experience and compensation expectations to: **rebeccanichols417@gmail.com**.