

**Director of Administration Search**  
**HOPE PRESBYTERIAN CHURCH**

Winston-Salem, NC

Dear Director of Administration Candidate,

We are excited and honored by your interest in applying for the Director of Administration position at Hope Presbyterian Church. We have compiled a brief application packet to help you understand what this position entails and what we are asking for in terms of application materials.

Please review the job description for this position.

If after reading the job description you have a desire to proceed with the application process, we kindly request the following:

- *A letter of introduction* addressed to the search committee that speaks to your Christian history, your interests, and your sense of call to this particular position.
- *A resume or CV*
- *A list of 5 references* - preferably two of which are from your current vocational context

Any questions and all correspondence may be directed to our search team at [personnel@hopechurchws.org](mailto:personnel@hopechurchws.org). It is our intention to make preliminary contact with you within 48 hours of receiving your completed application materials.

We sincerely and earnestly desire to find the Savior leading us down this road of discernment together and are honored to set our feet on this path with you.

Grace and peace,

The Director of Administration Search Committee of Hope Presbyterian Church

# HOPE PRESBYTERIAN CHURCH

## *Position Description*

**Job Title:** Director of Administration

**Reports to:** Senior Pastor

**Mission:** As a fellowship of broken-yet-redeemed believers, we invite our community in and around Winston-Salem to experience with us true hope for real life through the good news of Jesus Christ and His Kingdom.

**Objective:** This position provides executive management and support to the ministries of the church so the pastoral and program staff is free to focus on the pastoral and executive leadership needs and responsibilities of the congregation.

### **Qualifications and Requirements:**

- The ability to set clear and challenging goals while committing the organization to improved performance; tenacious and accountable in driving results.
- Comfortable with ambiguity and uncertainty; the ability to adapt nimbly and lead others through complex situations.
- Viewed by others as having a high degree of integrity and forethought in their approach to making decisions; the ability to act in a transparent and consistent manner while always working with the senior pastor in considering what is best for the church
- Ability to learn and utilize new technologies (computers, software, church database etc.)
- Proficiency working with Microsoft Office programs such as Word, Excel, and PowerPoint, experience with web services like Google Drive
- Ability to communicate effectively orally and in writing, appropriate to the platform used (phone, email, text etc.)
- College degree in business administration or a related field
- Relevant work experience in a church or nonprofit organization
- Experience in financial management and reporting
- Strong organizational and problem solving skills
- Effective communication and relationship-building skills

**Classification:** Full Time

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### **Specific Duties and Responsibilities:**

#### **Administration**

- Oversee the daily operations of the church, working with office staff to provide administrative support to pastors and ministry leaders.
- Provide the proper tools (computers, software, training, equipment) in order for staff and volunteers to fulfill their duties effectively and efficiently.
- Review and manage the church calendar.
  - Assist ministry staff in event planning and execution.
  - Assist in developing and overseeing the facility use policy.
- Manage the church database, Planning Center, and related tools
  - Coordinate with the Session to ensure our membership list is accurate.
  - Prepare annual reports for submission to the presbytery.

- Provide training and admin support to staff, ministry leaders, and volunteers on the functionality of these various tools.
- Ensure the [17 systems](#) of the church are being tended to and improved upon

## **Leadership Support**

### **Assist the Senior Pastor in the following:**

- Administrative and organizational needs for Session.
- Serving as the liaison between the Session, diaconate, committees and other staff members.
- The annual and long-term strategic planning process.
- Special projects as assigned by the Senior Pastor.
- Setting the agenda for staff meetings and helping to facilitate each of the meetings

### **Assist other Teaching Elders and ministry staff in the following:**

- Development of ministry communication strategies that align with Churchwide communication plan.
- Development of ministry reports to the Session
- Support staff in addressing interpersonal conflict to ensure effective and health relationships
- Assist staff in problem solving/troubleshooting operational challenges.

## **Financial Support**

- Provide oversight, support, and direction to the bookkeeper.
- Ensure that the budget, stewardship of monies, and giving align with the vision and goals of the church.
- Annually, work with the Senior Pastor and the Finance Team to build the budget that best matches with the vision and goals of the church.
- Make adjustments as necessary to the budget and spending throughout the course of the year.

## **Communication**

- Advise ministry staff on a marketing strategy for their area.
- Ensure all ministries work in coordination with each other.

## **Personnel and HR**

- Benefits administration for staff with support from personnel.
- Onboard new employees and assist with exit interviews.
- Ensure that annual reviews are completed annually
- Assist and act as a liaison between the personnel committee and staff.
- In coordination with the personnel team, review and update employee handbook.

## **Volunteer Coordination**

- Ensure the staff is equipped to focus on being in ministry with volunteers as a primary responsibility of their work
- Equipping the staff with results from the Volunteer Accelerator in order to schedule and recruit volunteers for worship, events, and other ministries.

## **Areas of Supervision**

- This position provides supervision to the Office Administrator, Bookkeeper, Communications Coordinator, and the Sexton.