

Interim Director of Administration – Century Baptist Church

Position Overview

The Director of Administration at Century Baptist Church (CBC) serves in a part-time role (up to 30 hours per week) to provide operational leadership and administrative oversight in support of the church's mission and ministries. While not a pastoral role, this position partners closely with pastoral leadership to ensure the church's financial, organizational, and operational systems function with clarity, integrity, and effectiveness.

Job Summary

The Director of Administration is responsible for overseeing the administrative and operational needs of CBC, including financial management, human resources, office operations, and technology systems. This role supports staff and lay leaders by creating reliable structures, maintaining compliance, and enabling ministry leaders to focus on spiritual leadership and disciple-making.

Ministry Philosophy & Focus

The Director of Administration serves from the following guiding commitments:

- **Mission Support:** Administrative systems exist to serve the church's spiritual mission, not replace it.
 - **Stewardship & Integrity:** Managing resources faithfully, transparently, and in alignment with approved budgets and policies.
 - **Order & Sustainability:** Creating healthy systems that promote clarity, accountability, and long-term stability.
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Essential Responsibilities

Financial & Organizational Oversight

- Oversee the financial operations of the church, including budgeting, bookkeeping support, and financial reporting.
- Monitor budget performance and communicate clearly with staff and lay leaders regarding financial status.
- Serve as staff liaison to the Finance Committee and Personnel Committee.

Administrative Leadership & Human Resources

- Direct day-to-day administrative operations of the church office.
- Serve as human resources lead for church employees, including policies, personnel processes, and assurance of compliance.
- Maintain staff PTO records and coordinate related processes with the Lead Pastor.

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Systems, Facilities & Technology

- Serve as point person for office technology systems and organizational software.
 - Oversee building use, scheduling, and external requests for church facilities.
 - Manage business-related matters including insurance, benefits, and legal or regulatory needs.
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Desired Qualities & Character

- A growing relationship with Jesus Christ and alignment with CBC's mission and values.
 - High degree of integrity, discretion, and trustworthiness.
 - Strong administrative judgment and organizational skill.
 - Ability to work collaboratively while exercising appropriate authority.
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Skills, Education & Experience

- Bachelor's degree preferred, or equivalent experience in administration or business operations.
 - Experience in financial management, organizational leadership, or church administration.
 - Working knowledge of accounting, HR practices, and administrative software.
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Position Details

- **Status:** Part-time (up to 30 hours per week).
 - **Reports to:** Lead Pastor.
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Disclaimer

This position description reflects the general nature and scope of responsibilities for this role and is not intended to be an exhaustive list. Responsibilities may evolve as ministry needs change.