

# EXECUTIVE ADMINISTRATOR

Bethany Evangelical Missionary Church  
160 Lancaster St. E.  
Kitchener, Ontario



<b>Position:</b>	Executive Administrator
<b>Reports To:</b>	Lead Pastor; Treasurer/Board of Directors
<b>Workplace Classification:</b>	Permanent, Full Time
<b>Compensation:</b>	Competitive salary level consistent with experience

## ABOUT BETHANY

Bethany possesses a rich heritage of generosity and faithfulness that has laid a strong foundation over the past 145 years. As a church in renewal, we seek to honour our past, acknowledge our present, and posture towards our future. Bethany's vision and calling is to make disciples and equip believers in every generation to lead people into transforming relationships with Jesus Christ. Renewal to us is an ongoing opportunity and not an outcome, as we abide in Christ, and belong in community with one another.

## THE ROLE

The Executive Administrator will work closely with the Lead Pastor to support ministry effectiveness. They will help manage the use of our church buildings and grounds. The Executive Administrator will serve as the Team Lead for the support staff team and play a key role in the organization of the church office, creating systems and processes that support the vision, values, and strategies of Bethany EMC. Additionally, the Executive Administrator will play a key role in the management of the church's finances, by assuming the role of Finance Manager, who has the responsibility to ensure the church's financial operations are processed and reported with accuracy and integrity. The ideal candidate is forward-thinking and shows a propensity to identify ways to improve processes and safeguard Bethany Church's compliance with all legislation and industry best practices.

## KEY RESPONSIBILITIES

### ADMINISTRATIVE GATEKEEPING

- Supports and executes the vision of the Lead Pastor.
- Serve as the 'gatekeeper' for the Pastoral Staff Team, while ensuring everyone with an inquiry is served in a friendly manner.
- Set up meetings for the Pastoral Staff Team, managing the calendar, and handling written correspondence, as needed.
- Schedule Staff Team meetings, setting the agenda, taking notes, and distributing the minutes
- Maintain the digital filing systems of the Front Office, assisting with file management for the Pastoral Staff Team.
- Help coordinate church events/meetings, as assigned.
- Communicate with volunteer teams any information relevant to church service, meetings, or events hosted by Bethany, as needed.
- Arrange ministry-related travel for staff members.
- Assist with HR administration, as needed.
- Communicate IT needs of Staff Team to the Tech Director, ensuring staff have the support they need to function efficiently in their roles.

## PROJECT MANAGEMENT

- Identify areas for improvement, set goals, develop a plan, communicate with relevant stakeholders, establish a timeline, track progress, keep teams on track
- Review, create and implement policies and procedures to ensure effective operation of church.
- Work with the Facilities Team to oversee contractors, architects, subcontractors, and other vendors on buildings/grounds projects, tracking projects to completion.

## FACILITIES

- Manage all aspects of facility rentals, drafting/presenting rental agreements, ensuring payment of relevant fees, etc.
- Coordinate with inside and outside groups using the church facilities/grounds to ensure proper care is given to church property, facilities, equipment, and resources, managing rental contracts or agreements with those groups.
- Work collaboratively with Deacons and key leaders responsible for operational functions within Bethany (ie. Security, Finance, Facility, etc.) to facilitate smooth processes, and needed coverage for relevant events, providing administrative support to these teams as needed.

## FINANCES

- Receive and process invoices, kilometer expenses, expense requests, visa reconciliations
- Communicate with bookkeeping company regarding invoice payments, employee changes, etc.
- Responsible for managing the organization's finances, including budgeting, financial planning, and making sure that the organization operates within its budgetary constraints.
- Presents financial reports to the board of directors and other stakeholders including the organization's income and expenses, assets and liabilities, and other financial performance indicators.
- Manages the receipt of any grants, bequests, and donations received by Bethany Church.
- Establishes proper internal controls to safeguard the organization's assets and prevent fraud or misuse of funds.
- Ensures that the nonprofit is compliant with all relevant financial and accounting regulations, as well as legal requirements or reporting obligations specific to charitable organizations.
- Manages the organization's bank accounts, making deposits, transferring funds, guiding decision-making related to investments, subject to the organization's investment policy.
- Collaborates with the Treasurer and other board members to develop long-term financial strategies that align with the organization's mission and goals.
- Ensures financial audits take place annually, and oversees the auditing process to ensure the accuracy and transparency of the organization's financial statements.
- Presents the annual budget, financial reports, and audits to the congregation.
- Attends and participates in monthly Finance Committee meetings.

## Other Duties.

While working in this role, additional tasks and duties may be assigned, and will be at the discretion and direction of the Lead Pastor, Treasurer and/or the Board of Directors.

## QUALIFICATIONS, EXPERIENCE, SKILLS, AND ABILITIES.

Evident personal relationship with Jesus Christ

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Previous demonstrated experience in executive-level administration

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Previous demonstrated experience in project management, preferably in the not-for-profit sector

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Previous demonstrated experience in overseeing and directing staff and volunteers

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Efficient, organized, and detail-oriented

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Demonstrated experience as an accountant, or in a relevant financial management position

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Previous experience working in Planning Centre, ChurchTeams or other similar people management software

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Strong interest in serving people and solving problems

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Strong communication, and interpersonal skills

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Flexible, adaptable, and able to grasp new concepts quickly

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Able to multitask, prioritize, and manage time effectively

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Good knowledge of how Christian faith, life, and practice can be infused into the administration of a Christian church or ministry

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Agreement with Bethany EMC's articles of faith/practice

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## LOCATION.

The Executive Administrator is expected to attend Staff Meetings on a weekly basis. This is an important opportunity for communication and connection between staff members. The Executive Administrator will work from the Bethany EMC offices, as well as remain accessible throughout the week to respond to emergencies, as needed.

## WORKING CONDITIONS

At Bethany, we care about the mental, emotional and spiritual health of our employees, and creating an environment in which our staff can thrive. In the course of their duties, the Office Administrator may experience stressful situations, fast-paced work, competing demands, and long hours sitting at a desk. We are committed to working with employees to minimize the mental, emotional, and spiritual impact of their role. We support staff in creating healthy work/life boundaries and seeking personal growth opportunities and support when needed. We believe that when our staff are thriving, our ministries will thrive too.

## CONTACT

Interested candidates can submit a resume to [admin@bethanyemc.ca](mailto:admin@bethanyemc.ca). Bethany welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.