

# **Administrator of Church Life**

---

**Purpose of Position:** To create an organized environment by managing the details of carrying out the vision of Unity Church

## **Qualifications**

- Passion for serving Christ
- Degree / experience in a related field
- Collaborate, motivate, encourage, organize, lead, and work well with others
- Positively represent Unity in the community
- Supports and subscribes to the doctrines of the Christian Reformed Church
- Good verbal and written communication skills

# **Administrator of Church Life**

---

## **Duties**

- Regulate Policies and Procedures
- Manage Human Resources / Personnel
- Coordinate and Oversee Ministry Teams
- Facilitate Internal and External Communication
- Assist with implementing of Budget / Finances
- Manage Technology / Multimedia
- Oversee Facility / Janitorial / B&G / Projects
- Small Group Coordination
- New Member Coordination
- Training / Equipping Coordination