



CHURCH OF THE
GOOD SHEPHERD
UNITED CHURCH OF CHRIST

Job Description

Council Ministry of Administration

DUTIES

- Attend special meetings of the Council as required
- Attend Council Budget Retreat as required.
- Submit a monthly written report to the Council no later than the Thursday prior to the monthly Council Meeting
- Relay relevant information discussed at Council Meetings to project leads/teams
- Consult with Moderator, Vice Moderator or Staff members regarding potential problems
- Email members on the team to organize work that's required around the church (hold meetings as required)
- Work with the project leads and other members of the team to prepare the yearly budget.
- Submit a wish list to Council in August which is voted on by the congregation in January
- Write ministry report for the Annual Report
- Request space in Sunday Bulletin, as required
- Write the Ministry of Administration articles for the Staff, as needed
- Take on projects as requested by the Council

Ministry Lead

- Organize three (minimum) All Church Work Days: cooler repairs, set up, and shut down, yard clean up, indoor cleaning, etc.
- Negotiate contracts with cell tower companies, security and fire alarm services, internet and telephone provides, etc.
- Contact companies to repair and maintain items (some contracts require you to obtain more than one bid to get the best price) inside and outside the church: parking lot lights, plumbing, boilers, roof, parapets, indoor lighting, painting the gutters, snow removal, stucco repair, windows etc.
- Contact companies to do yearly maintenance: fire extinguishers, security and fire alarms, boilers, floor tile grout, etc.
- Negotiate yearly rental agreements: Sandia Heights Homeowners' Association
- Keep a calendar of long-range capital improvements
- Notify Custodian about special needs (extra cleaning or set up) around the church when there are rentals gate lock up procedure and notify those who are in charge of locking up
- Meet with individuals who want to rent space in the building, write a contract and collect the deposit and rent
- Work with the Church Administrator to cover extra duties or vacation time; find individuals to cover duties
- Work with volunteers on the team to do any needed indoor or outdoor projects

SKILLS DESIRED

- Good organizational skills
- Time and people management skills
- Understanding of facility maintenance needs