

ROLE DESCRIPTION

POSITION TITLE:	Administrative Team Lead – 0.50 FTE (20 hours/week)
REPORTS TO:	Lead Pastor
POSITIONS SUPERVISED:	Administrative/Support Staff

POSITION PURPOSE

The Administrative Team Lead's primary role is to oversee the effective organization and implementation of administrative and facility operations that support Westwood Church's ministry mandate of "making disciples."

MINISTRY FIT

The Administrative Team Lead:

- Resonates with and is passionate about the vision and mission of Westwood Church.
 - Strongly believes in and demonstrates alignment to Westwood's core values.
 - Senses God's calling to be a leading contributor to a church culture that is centred on Christ, empowered by the Holy Spirit, anchored in the scriptures, committed to making disciples throughout our city and beyond.
 - Has demonstrated their spiritual commitment to Jesus through baptism and formalized their commitment to Westwood through membership.
 - Possesses strong administrative gifts in conjunction with a warmth for people.
 - Possesses clear and consistent communication skills.
 - Demonstrates knowledge and skills in organizational leadership.
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ESSENTIAL FUNCTIONS AND BASIC DUTIES

Administrative

- Oversees day to day operations taking lead role in problem solving and administrative issues multiplying the capacity of Lead Pastor to shepherd the whole.
- Ensures policies and procedures are current and reflect current ministry.
- Ensures church policies and congregational Minutes are current, organized, and accessible.
- Ensures insurance and legal requirements are current and support the ministry.

Personnel

- Provides direct supervision for office operations and all support staff.
- Supports all hiring processes and search teams with appropriate resources, materials, with best practices including administration of staff working agreements.
- Development and maintenance of personnel policies.
- Contributes to the development and oversees the maintenance of all organizational structures, job descriptions, and related materials.

Financial

- Works closely with the Finance Team ensuring sound stewardship practices and responsible fiscal decisions.
- Oversees the financial management of all assets and facilities including Dufferin Apartments.

- Oversees the development and administration of Westwood’s annual ministry budget.
- Oversees day-to-day financial operations and reporting.
- Oversees annual outside financial review.
- Provides administrative support for any fund raising initiatives.

Facility Management

- Oversees stewardship of facilities working closely with both paid support staff (custodial, facilities coordinator, etc.) and lay people serving with facility maintenance.

SPIRITUAL LIFE

1. Lives a life committed to Jesus with a desire to grow in faith.
2. Seeks to live a healthy life spiritually, emotionally, physically, and mentally.
3. Demonstrates a sense of God’s call towards supporting the overall mission to make disciples of both those in the community of faith as well as those who don’t yet know God.
4. Understands, respects, and supports the vision and direction of Westwood Church
5. Is in agreement with the MB Confession of Faith.
6. Growing in gospel fluency.

QUALIFICATIONS

- EDUCATION:** Related leadership and/or management training preferred
- EXPERIENCE REQUIRED:** At least 5 years of management, supervisory or lead experience
- SKILLS AND ABILITIES:** Organized; accurate and attentive to detail while understanding the big picture
 Ability to manage multiple priorities
 Ability to think strategically for growth and to problem-solve
 Excellent communication and relational abilities
 Ability to oversee, guide, and facilitate team with existing admin staff
 Ability to be a key link between pastoral and administrative staff
- SPIRITUAL GIFTS:** Administration, encouragement, service

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist the church in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, or termination. This description has been reviewed to ensure that only essential functions and basic duties have been included. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by the Lead Pastor as deemed appropriate. Job descriptions are not intended as and do not create employment contracts.