

CBMC Church Administrator Qualifications and Job Description

(Approved by the Board of Elders 2010-10-24)

Position Description

CBMC is a thriving, family-focused, seeker-sensitive church with a weekly attendance averaging 500, located in Alhambra, CA. Our vision of "Reaching 10,000 for Christ" has been, and will continue to be, the guiding principle for all ministries in the church. Our mission is to be united in love to carry out the Great Commission of Jesus Christ by reaching out to people in the Los Angeles area primarily through small group ministry. Under the supervision and guidance of the Senior Pastor, the Church Administrator leads the church office team to carry out the administrative duties to support our ministry.

Qualifications

Must:

- A born again baptized Christian who is spiritually matured.
- Fluent in both written and spoken English and Chinese (Cantonese) with effective communication skills.
- Ability in planning, organizing and managing all church office related administrative works. Also be skillful in supervising and managing junior office staffs.
- Have the wisdom and experience to exercise the basic biblical principle in carrying out the administration work within a church setting characterized with love and justice.
- Competent knowledge and experience in using computer tools, including MS Office, Quickbook, and other.
- Able to work full-time (40 hours a week) and may need to work over time when needed.
- Have a stable personal church life and good interpersonal skills.

Preferred:

- Able to work on Tuesday through Friday and Sunday.
- Able to communicate in Mandarin.
- Management experience.
- Previous working experience in handling administration in a church or Christian organization.
- CBMC church member.

Duties

- Under the supervision and guidance of the senior pastor lead the church office team to carry out all ministry related business in a supporting role.
- Act as the administration representative of CBMC to liaise with other churches, organizations and institutions.