

Oak Grove Baptist Church

Church Administrative Minister

Church Administrative Minister Job Description

The job description of the Church Administrative Minister includes actively supporting the Church's core values, mission statement, vision and various ministries. This position will be held by an ordained minister, non-paid or paid position that follows under the direct supervision of the Pastor and Board of Deacons.

Essential Duties and Responsibilities of the Church Administrative Pastor

- Works with the Church Leadership to develop a budget, assist with purchases and help manage cash flow.
- Assist in tracking Church attendance, Outreach along with follow-ups on absentees.
- Ensures that the physical buildings and its properties belonging to the Church are well-maintained by contacting repairmen and overseeing their work in conjunction with appropriate committees and its members.
- Ensures that all Church owned vehicles are safe for operation and well-maintained in conjunction with appropriate committees and its members.
- Maintains all insurance policies associated with the Church and assist in keeping an inventory of all Church property including vehicles and equipment.
- Oversees and schedules the cleaning crew and landscapers who keep the Church property maintained inside and out in conjunction with appropriate committees and its members.
- Manages energy use in the Church and works to make it as efficient as possible.

Ministry Responsibilities of the Church Administrative Pastor

- Senior Ministry - works with Church Leadership in establishing an effective and vibrant ministry for members that are age 55 and above. This will include weekly bible studies, social events and special activities that enhance attendance and serving in the Church body.
- Assist with discipleship and teaching opportunities as deemed appropriate. Providing assistance to Church Leadership as it relates to creating possible Small (Life/Connect) Groups throughout the Church community, growing attendance, helping train and new and seasoned church members of opportunities where they can connect and serve that best meets their family/life needs. .

- Worship Services - works with the Pastor and other staff in developing Church services that flow smoothly while encouraging maximum participation by attendees.
- Assist the Pastor and other staff with the various ministries of the Church.
- Other responsibilities as deemed appropriate by Pastor and Church Leadership

Interested participants email the church office (ogbc1022@gmail.com) to submit your name for consideration.