**Job Description**

**Job Title:** Administration & Personnel Committee

**Reports to:** Administration & Personnel Elder

**Consists of:** Committee Chairman, Administration & Personnel Elder, and typically two to four other Members.

**Purpose:** To (1) provide the administrative framework and continuity that enables the church office to function effectively. To (2) administer the personnel activities of the church and maintain personnel records.

**Primary Responsibilities Administration:**

1. Staff the church office during regular business hours.
2. Organize and maintain the filing system for church documents and record.
3. Perform the book keeping duties required to support the Power Church accounting module.
4. Assist the Treasurer with financial reports, budgeting, month-end, etc.
5. Maintain the Power Church membership module.
6. Maintain the Church calendar.
7. Maintain Constant Contact to include the weekly update and other communication as necessary.
8. Maintain the Church Bulletin.
9. Maintain the Church Website.
10. Maintain The Church Facebook Page.
11. Update the Church sign message.
12. Oversee the maintenance and distribution of the Church Directory.
13. Identify office equipment and supplies needs and coordinate the purchase, installation repairs, maintenance, etc.
14. Serve as the interim Information Technology (IT) administrator. Maintain the Church computer and all associated software and programs, printers, and other equipment.
15. Assist with scheduling required maintenance and certifications.
16. Assist the Finance in developing and monitoring the committee budget.
17. Maintain Power Church absentee reporting to Shepherds
18. Maintain Church Policies and Procedures on the Church Knowledge base.
19. Maintain a list of all Committees with their members of committee on the Church knowledge base, weekly update, etc.
20. Maintain a list Shepherds and the people they are to Shepherd and Elders.
21. Maintain files for Church equipment manuals and building drawings.
22. Documents, acknowledge, and maintain memorial donations. Maintain the Memorial ledger.
23. Pick up and distribute mail.

**Responsibilities Personnel:**

1. Maintain Job Descriptions
2. Schedule and coordinate performance appraisals
3. Maintain personnel files and records
4. Assist in the background check program, maintain records using the PowerChurch.
5. Using the Power Church module, maintain vacation schedules.
6. Assist in maintaining the Skills and activities section of Power Church.
7. Assist the Finance in developing and monitoring the committee budget.

 **Qualification (this section is Optional):**

1. Experience in Personnel Administration is helpful, but not required.
2. Experience in general office work helpful, but not required.
3. Experience using Microsoft Office is helpful, but not required.
4. Must be able to professionally handle sensitive and confidential information.
5. Data entry experience helpful, but not required.
6. Must be an Active Member of the Church.
7. Willingness to work as part of a team by communicating with and supporting/encouraging other staff and volunteers.

*Note - The above responsibilities are intended to describe the general nature and level of the work being performed by the committee. They are not intended to be an exhaustive list of all duties and responsibilities*

**Other:**

1. The Committee typically meets each month; however, it can meet as needed.
2. A written monthly report must be submitted to Committee Elder prior to each monthly session meeting. The Committee Chairman has overall responsible for preparing this report per PROC-103.