



Church Administrator – Operations Oversight

Valley Ridge Church, The First Baptist Church of Lewisville, Texas

Objective

The Church Administrator is responsible for leading and managing the operational aspects of the church—specifically facilities, finance, and human resources—in alignment with the church’s vision. This person will ensure that the systems, structures, and teams that support the ministry efforts of FBCL function with excellence, efficiency, and integrity. The Administrator will report directly to the Lead Pastor and work collaboratively with the appropriate Committees, Ministry Teams, and staff.

The Administrator

- Is a fully committed and active member of FBCL, leading their family to participate in all relevant aspects of church life, and fully affirms the **Baptist Faith and Message 1963 with the 1998 amendment**.
- Possesses relevant educational qualifications—**a bachelor's degree in business, finance, or management is appreciated; an MBA or related master's degree is preferred**.
- Has demonstrable experience in business, nonprofit, or church administration (minimum 3–5 years preferred).
- Displays administrative competence and is proficient in financial oversight, facility coordination, and HR policy implementation.
- Understands and fully supports the vision of the Lead Pastor and church leadership, lay or employed.
- Lives a life consistent with the teachings of Jesus Christ and is not practicing any open sin.



The Job

Operational Oversight

- Oversee the day-to-day operations of the church office and staff in alignment with ministry priorities.
- Supervise administrative staff and volunteers, ensuring smooth workflows and adherence to church policies.
- Maintain accurate records and implement systems for improved operational efficiency.

Facilities Management

- Serve as the liaison between church leadership and the Buildings & Grounds Committee.
- Supervise custodial and maintenance services, and oversee facility scheduling, repairs, safety inspections, and vendor relations.
- Develop and monitor facility-related budgets and long-term capital improvement plans.

Financial Administration

- Work closely with the Stewardship Team to create and manage the church's annual budget.
- Ensure accurate and timely reporting of financial statements, contributions, and expenditures.
- Manage church banking relationships, payroll processing, insurance policies, and compliance with IRS and legal standards.

Human Resources

- Maintain and implement HR policies in compliance with applicable laws and aligned with the church's values.
- Administer onboarding, benefits, and evaluations for church staff.
- Coordinate with the Human Resources Committee on staffing needs, job descriptions, and personnel decisions.



Additional Responsibilities

- Attend regular staff meetings and collaborate with ministry leaders to align operations with ministry goals.
- Participate in planning for major churchwide events requiring significant facility or logistical coordination.
- Be available for other responsibilities as assigned by the Lead Pastor.