

# REDEEMER BIBLE CHURCH

## WE'RE HIRING! ADMINISTRATIVE PASTOR

### SUMMARY

This is a full-time, exempt position with the primary responsibility of overseeing and facilitating the daily administrative, operational, financial, and facilities maintenance of the church in unity with the leadership, vision, and doctrinal statement of the church.

This is a pastoral role as the faithful execution of these responsibilities requires discernment, sound theology, the ability to shepherd and communicate well, Christ-centered diplomacy, and above all, humility. The ideal candidate would be one that recognizes that the Spiritual gift of administration is one given for the building up of the church and can be an act of worship.

### QUALIFICATIONS

- A deep and growing love for Christ and a clear calling to vocational ministry
- Agreement with the vision, direction, and beliefs of RBC (RBCDallas.org)
- Holds Master of Divinity or comparable degree
- 5 years of relevant work experience preferred
- A heart for discipleship both within the body as a whole and with the church staff
- Willing and able to teach and preach
- Ability to cultivate and foster a collaborative team environment
- Ability to communicate effectively to a broad spectrum of persons
- Experience managing budgets with multiple cost centers
- A high-level of proficiency with Microsoft Excel
- Familiarity with ShelbySystems Church Software (membership & financials) helpful
- Strong leadership and administrative abilities
- Self-directed and willing to take initiative to ensure tasks get done in a timely manner
- Ability to both delegate responsibility and develop others to be able to take responsibility
- Business degree helpful

### RESPONSIBILITIES

- Provide primary oversight related to all administrative, operational, financial, and facility needs of the church (*assisted by Office Manager and Facilities Coordinator*)
- Maintain legal documents, deeds, inspections, member demographic, attendance, and giving data
- Serve as church contact and purchasing agent with outside suppliers, service providers, and local government authorities
- Negotiate and administer insurance coverage for property and liability
- Review / negotiate expiring contracts and work to reduce current contract expenses where feasible
- Ensure compliance with all relevant state and federal laws and regulations related to the operations of the church
- Oversee all financial activities of the church and act as liaison to the Deacon Board as well as the Finance and Budget Committees
- Direct management of Facilities Coordinator including scheduling, assigning tasks, monitoring work being done, determine when outside help is needed and approve related terms and expenditures
- Ensure appropriate preparation for ministry events & other events at the church
- Participate actively in church functions and activities
- Attend weekly ministry staff meetings
- Other duties as assigned

APPLY BY EMAILING [EMPLOYMENT@RBCDALLAS.ORG](mailto:EMPLOYMENT@RBCDALLAS.ORG)