OPEN DOOR
CHRISTIAN FELLOWSHIP

**940 Dundas Street, London, Ontario, N5W 3A1- Tel (519) 438-6005**

# *Employment opportunity:*

*Church Administrator at Open Door Christian Fellowship:*

*Any individuals wishing to apply for the position should email a cover letter and their resume/CV to Donh@odcf.ca by Nov 10, 2025*

## Job Description:

**Under the direction of the Executive Board,** the church administrator is a vital member of the church staff and team, responsible for the smooth operation of the church and its ability to effectively serve the congregation and the wider community.

### Financial Management:

- Oversee Banking agreement and ensure deposits are made on timely basis. Recommend changes to Executive Board
- Oversee Insurance agreement and recommend any changes to the Executive Board
- Oversee role of Treasurer/bookkeeper (responsible for: budgets, payroll, and financial reporting; Managing accounts payable and receivable, ensuring timely payments; Tracking donations and generating contribution statements; Processing invoices and managing financial records).
- Develop annual budgets in conjunction with Executive Board and ministry leads for approval by the Executive Board
- Undertake various analyses as requested by the Executive Board (examples include developing a pay grid for staff, analysis of banking needs or insurance requirements)

### Facility Management:

- Ensure the church building and grounds are well-maintained and safe.
- Coordinate maintenance and repairs through work order system with Deacon responsible.
- Coordinate security matters with Deacon responsible
- Manage supplies and equipment.

### Event Coordination:

- Schedule and coordinate church events, meetings, and activities.

- Work with ministry leaders to plan and execute events.
- Ensure events run smoothly and efficiently.

**Communication:**

- Develop, prepare and distribute church communications, such as bulletins, newsletters, mass and targeted e-mails.
- Manage church records, including membership and contact information.
- Serve as a point of contact for inquiries from members and visitors.
- Oversee the maintenance and updating of the church website and social media.

**Staff and Volunteer Management:**

- Supervise and manage administrative staff and volunteers.
- Train and coordinate volunteers for various tasks.

**Other Administrative Duties:**

- Maintain church records and files.
- Ensure compliance with relevant laws and regulations.
- Develop and implement policies and procedures to enhance church operations, including employment standard policies specific to Open Door Christian Fellowship.
- Prepare reports and recommendations for church leadership, including meeting minutes where required.
- Assist ministries with organizational supports as deemed necessary from time to time
- Liaise with IT Coordinator to ensure coordination and support for system upgrades, security and achievement of IT strategy.

## Skills and Qualifications:

- University or Community college degree in business or administrative studies (preferred) or 5-years' experience in an administrative or similar role.
- Strong organizational and communication skills (both oral and written).
- Pays close attention to detail and accuracy.
- Ability to keep the highest level of confidentiality with Executive Board and general communication with individual members of the congregation.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Powerpoint, Teams and Sharepoint).
- Experience with church management software and financial systems is preferred.
- Ability to manage multiple tasks and prioritize effectively.

- Strong interpersonal and teamwork skills.
- A heart for ministry and a commitment to the church's mission. In essence, the church administrator is a vital member of the church staff, responsible for the smooth operation of the church and its ability to effectively serve the congregation and the wider community.