

Providence Forge Presbyterian Church Administration Responsibilities

Purpose of the Administration Group:

The Administrative Group is responsible for all aspects of the administrative functions of Providence Forge Presbyterian Church. It oversees all the church facilities, the policies of the church, all financial aspects of the church, the long-term planning, the church records, administrative functions, and all personnel responsibilities. It assures that all operations of the church are conducted in a safe and faithful manner for members, friends and all who use the facilities of the church.

Responsibilities of the Administration Group:

1. Assures that the church is a good steward of buildings and grounds and all physical resources;
2. Oversees upkeep of building and grounds;
3. Oversees all contracted services;
4. Oversees the use of all funds for facilities;
5. Determines when to close the church due to inclement weather;
6. Develops and maintains all records and reports of the church, as approved by Session;
7. Provides oversight of church investments and assures long-term financial planning;
8. Prepares and maintains all church financial records and reports;
9. Oversees the payment of all bills;
10. Oversees the deposit of all contributions into the church bank account in a timely manner;

11. Ensures confidentiality of all church contributions;
12. Oversees all fundraising activities affiliated with the church;
13. Develops and maintains policies for the guidance of the church and provides oversight of the church employees;
14. Maintains an accurate membership role as completed by the Clerk of Session;
15. Recommends the hiring, retention, and dismissal of staff in close coordination with the Pastor and Session;
16. Conducts annual performance reviews of the staff and recommends salary adjustments;
17. Maintains appropriate job descriptions;
18. Maintains applicable personnel/employment documents, complying with all local and federal laws;
19. Provides secure and accessible document storage;
20. Develops and maintains policies for guidance in areas not addressed in the Book of Order;
21. Is a supporting resource for the Pastor;
22. Supervises and coordinates the background screening in accordance with the Children and Youth Protection Policy;
23. Communicates with all members of the group.

The Clerk of Session and Pastor are standing committee members with voting rights for Policy and Personnel.