

**Community Mennonite Church
Job Description**

Committee/Position _____ **Commission Chair** _____

Commission _____ **Administration** _____

Mission/Purpose:

The Administration Commission is to oversee all aspects of administration and the business of CMC. It is made up of representatives of finance, property committees and administration of church organizational activities. (see CMC Organizational Structure – 2004) The primary assignment for the Commission is to administrate and supervise the finances and budget, property and physical plant, and personnel issues for CMC. This Commission will deal with all CMC employed staff regarding contractual issues such as job descriptions, salary negotiations, tenure review and benefit packages. This Commission will process and develop recommendations for Church Council and (but not make final decisions) on personnel matters.

Responsibilities:

Attends to the overall administration of CMC as an organization functioning as a commission accountable to the membership body. The chair will serve to coordinate the communications with Council and coordinate the efforts of the commission.

1. With the leadership of the Finance Committee chair, the Administration Commission will assist with leading the finance committee to develop annual budgets and plans to accomplish their goals.
2. With the leadership of the Property Committee Chair, the Administration Commission will assist with the planning and developments related to building and physical property of CMC.

The Administration Commission will also work with staff and volunteers to oversee and coordinate space needs, furnishings, and organization of facilities and grounds for the benefit of the many users.

3. With the leadership of the Rental Property Manager, the Administration Commission will assist the manager to set and monitor policies and agreements that meet the goals of the congregation.
4. Design formats for job descriptions that include paid and volunteer positions that meet the needs of the congregation and utilize the gifts of hired staff and CMC members. Job descriptions for paid staff is to be reviewed annually with PCRC and agreed upon by staff. Job Descriptions for commissions are to be reviewed every three years or more often as demands/requests require.
5. The Administration Commission will attend to both sides of the pastor-congregational understanding and interpretation of pastoral, office personnel and custodial job descriptions and the documentation of all agreements. In order to be effective, the Administration Commission must maintain a balance and sensitivity to the time requirements and restrictions imposed by job descriptions. Administrative Team must act as a third party and listen to the voice of the paid staff regarding contractual agreements and the needs of CMC.
6. The Administration Commission will work with the Personnel Committee on staff reviews and negotiate annually the salary and benefit package. Church Administrator will keep all documentation in a

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personnel file for each staff person. Salary/wage and benefit recommendations are to be ratified by Church Council.

7. The commission will self evaluate every three years or more often as needed. All recommendations for change must be approved by Council.

Regular Activities/Responsibilities:

January

- Attend Church Council
- Make sure Finance Committee gets year-end report out to the congregation
- Monitor activities of Property Committee
- Monitor budgets of committees under Administration Commission

February

- Attend Church Council
- Monitor activities of Property Committee
- Monitor budgets of committees under Administration Commission

March

- Attend Church Council
- Monitor activities of Property Committee
- Monitor budgets of committees under Administration Commission

April

- Attend Church Council
- Monitor activities of Property Committee
- Monitor budgets of committees under Administration Commission

May

- Attend Church Council
- Monitor activities of Property Committee
- Monitor budgets of committees under Administration Commission

June

- Attend Church Council
- Monitor activities of Property Committee
- Monitor budgets of committees under Administration Commission

July

- Attend Church Council
- Monitor activities of Property Committee
- Monitor budgets of committees under Administration Commission

August

- Attend Church Council
- Monitor activities of Property Committee

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- Monitor budgets of committees under Administration Commission

September

- Attend Church Council
- Monitor activities of Property Committee
- Monitor budgets of committees under Administration Commission

October

- Attend Church Council
- Oversee budget prepared by Finance Committee
- Assist with presentation of budget to Council
- Monitor budgets of committees under Administration Commission

November

- Attend Church Council
- Oversee budget prepared by Finance Committee
- Assist with presentation of budget to Council
- Monitor budgets of committees under Administration Commission

December

- Attend Church Council
- Oversee budget prepared by Finance Committee
- Assist in presentation of budget to Congregation
- Recognize staff for their work
- Write annual report
- Monitor activities of Property Committee
- Monitor budgets of committees under Administration Commission