

# THE SUMMIT ADMINISTRATOR

## SUMMARY:

The Summit Administrator will oversee and develop systems and processes of administration for The Summit and all its campuses. Understand the workings of Elvanto, to effectively use the software to keep the church family connected, while managing communication with the church family and community. As well as, serve as the administrative assistant to the SummitKids Leadership team.

## COMMITMENT:

- 12 hours/week
- Weekly Staff Meetings
- Monthly ALL Pastoral & Director Staff Meeting
- Attend Any Training, Planning or Dreaming Events

## REPORTS TO:

- Lead Pastor

## DUTIES & RESPONSIBILITIES:

- Implement systems, processes, and policies for the administration of The Summit which support and align with overall church vision, goals, policies and protocols.
- Learn Elvanto to help maintain the churches database.
- Develop strategies and implement consistent communication with church family of activities and events at the Summit
- Update the 'Events' portion of the website to stay current and up to date.
- Oversee the updating of all church events on the main google calendar & the physical calendar in the office.
- Review voice messages and filter them to the appropriate people.
- Process the 'office@' email and distribute correspondence to the appropriate people.
- Serve as the administrative staff expert, and provide input and support for requested events, activities and church gatherings.
- Update the weekly teaching notes on YouVersion
- Assisting in Running & Administrating The Summit Operations
- Work with the Lead Pastor to schedule meetings with congregants and the community.
- Work with SummitKids Leadership team to print schedules, lessons & activities.
- Purchase supplies need for the office and SummitKids
- Upload the curriculum and all videos to the SummitKids computers for Sunday Gatherings.

## **PERSONAL LIFE REQUIREMENTS (POST APPOINTMENT):**

- Model Biblical understanding and maintain a consistent personal devotional life;
- Model Biblical commitment and become a voting member of The Summit;
- Model Biblical family life before the body and regularly attend worship service with your family;
- Model Biblical family life before the body and regularly attend worship service with your family (expected to sit in a live gathering once per month without serving);
- Model Biblical community;
- Model Biblical generosity and financially support The Summit.

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Jamie Nelson - Lead Pastor

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