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### **Who are we:**

We are Summerland Baptist, a vibrant, multi-generational church family committed to following Jesus together. We believe that every person and situation can be transformed by Jesus Christ and therefore we are dedicated to reaching, deepening and restoring as we follow him.

We are a church focused on serving and growing within our community. We place value on having multiple ministries that reach young and old beyond our two services held each Sunday morning. We place a high emphasis on building families of faith, challenging our youth to make their faith real, encouraging and challenging marriages to be healthy and following Christ together.

### **Job Description:**

The Lead Administrative Director will provide administrative leadership that champions the vision of Summerland Baptist Church (SBC). This individual will be accountable to the Leadership Board and will work cooperatively with the Lead Ministry Pastor to ensure that we are FOLLOWING JESUS TOGETHER in a way that DEEPENS, REACHES and RESTORES.

### **Primary Responsibilities:**

- Champion of Fiscal health and Stewardship
  - Oversee Finance Board including supervision of bookkeeper
  - Regularly inform Church of finances
  - Develop and ensure budgets are integrated with mission and vision of SBC
- Responsible for HR functions
  - Maintain & update Human Resource/Staff manual

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Lead Ministry Pastor: Jason Johnson  
Lead Administrative Pastor: Jack Borchert  
Associate Pastor: Del Riemer  
Children & Families Director: Bree Young  
Communications Director: Lori Said

Youth Pastor: Lee Young  
Youth Assistant: Tianna Riemer  
Office Administrator: Corinne Henske  
Playschool Director: Wendy Nixon

- Develop plans for Admin staff development/training opportunities
- Manage Staff compensation & benefits
- Lead & facilitate evaluations of Administrative/building management staff
- Ensure Ministry Staff evaluations are carried out
- Oversee Church operations including the supervision of Office Administration, Communications and Facilities Management
- Maintain and update Congregational Policies

**Desired Attributes:**

- Effective communication
  - Able to clearly and effectively communicate to SBC staff and congregation
  - Able to have God honouring conversations
  - Able to analyze data and financial statements and report to the Leadership Board and congregation as required.
- Highly organized and collaborative leader
  - Motivated to improve systems and processes
  - Able to lead the admin team in support of ministries to ensure execution of SBC's vision.
- Spiritual Maturity
  - Models and teaches godliness, Christian commitment and stewardship
- Humility
  - Teachable spirit
  - Servant heart

**Qualifications:**

- Financial acumen and proven ability to create and manage budgets in multi-faceted organizations
- Preferred post secondary education
- Computer and social media literate
- Recent, relevant and successful experience in administrative leadership

**Hours per Week:** 25 hours per week

**Compensation** will be commensurate with training and experience

**Application submissions:** We invite candidates to apply with their resume and a brief description of their faith journey to [ladsearch@summerlandbaptist.ca](mailto:ladsearch@summerlandbaptist.ca)

**Application Deadline:** July 31, 2019