



Vision: To help people seeking spiritual truth to become fully devoted followers of Jesus Christ.

Mission: To Impact our community and culture, to reproduce churches, and to build nations.

Core Values: Commitment to Excellence, Team mentality, Learning mindset, Accountability, Spiritual Conversations.

Core Focus: 1. Prioritize intimacy with God, 2. Move at the speed of relationships, 3. Courageous faith in action.

Discipleship Strategy: **Connect** with God and others.

Grow toward becoming fully alive followers of Jesus.

Serve, by loving others like Jesus.

OFFICE MANAGER

Do you love to organize things and come up with systems to help make things easier for everybody? Do you get a secret thrill out of making sure bills are paid on time and accounts are kept up to date? Would you like to use these fantastic skills to help people discover the love and power of Jesus? Crossroads Community Church in Sullivan, IN is seeking an administratively gifted Office Manager to join the team.

Overview

Crossroads Community Church (crossroads98.com) is a congregation of nearly 300 each weekend that meets in the Historic Sherman House Theater on the square in Sullivan, IN. It's a unique place that has become an integral part of the community since it's founding in 1998.

Our ministry philosophy at Crossroads begins with humble dependance on the Lord. Each leader brings their own giftings, abilities, and experience. Our roles are defined by areas of responsibility, but ministry here is a team effort. We desire to have excellence in our systems and communications. Ultimately, our role as leaders is to equip others. We initiate and facilitate. We are continually learning, growing, and exploring. Stepping into new things is part of the role as leader and we proceed with the help of the Holy Spirit and partnership with others. With that said, this job description is more of an outline of core responsibilities, understanding that there are times when we may need to serve in other areas with others on the team as needed.

Great candidates for this position will exhibit an authentic and growing relationship with Jesus Christ and a passion for the church. They will demonstrate evidence of strong relational and communication skills (particularly written & digital communications); computer, office, and

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Applicants submit cover letter and resume to: office@crossroads98.com

bookkeeping proficiency; organizational ability; and attention to detail. This person probably gets excited about helping others succeed through better systems and communication. They are perhaps a little crazy about numbers and finding ways to be more efficient. Through their administrative gifts to support the pastoral staff, the entire team will thrive as we work together to see lives transformed by the Gospel.

A large part of this role is bookkeeping (depositing contributions/tracking accounting/payroll/bills, etc), but the Office Manager will also be responsible for answering the phone and directing messages, updating our database, keeping the church-wide calendar in Planning Center, and be the point of contact for building usage/rentals. Creative individuals may also be asked to help with visual communications and social media as time allows.

The Nitty-Gritty Details

This is a part-time position of approximately 20 hours per week. (Generally, M-Th, 9am-2pm, but this is negotiable). Hourly wage range is from \$20-25 per hour, commensurate with qualifications, skills, and experience.

Principle Duties and Responsibilities

1. Responsible for church calendar and facility reservations.
2. Support planning and preparations for meetings, church events, and services.
3. Coordinate maintenance and repair work for the facility.
4. Provide general ministry and administrative support.
5. Manage and appropriately route guests, phone calls, physical mail, deliveries, and email communications.
6. Serve as a purchasing agent for the church and oversee vendor accounts.
7. Oversee the purchase, use and repair of office equipment and systems.
8. Manage inventory levels for office and facility items.
9. Payroll & bill payment, including quarterly/yearly tax reporting.
10. Track and deposit weekly contributions and provide yearly statements to congregation.
11. Maintain accurate accounting & budgeting records and provide reports as needed.

Experience

- Proven experience in another office/payroll/accounting/administrative role
- Proficiency with basic computer applications (email/calendar/word processing, etc)
- Understanding of bookkeeping and financial operations
- Excellent written and verbal communication skills

Successful team members share the following characteristics

- Aligning with Crossroads Mission, Vision, and Statements of Faith
- Passionate about being trustworthy and having integrity
- Able to humbly work with a team and accept constructive feedback
- Desires to grow in relationships with God and others
- Excited to see the mission of Jesus accomplished