



Finance and Facility Administrator

First Baptist Church of Overland Park



First Baptist Church of Overland Park is seeking an excellent administrator to manage and coordinate several administrative aspects of the day-to-day operation of the church as a facility for neighborhood ministry, outreach, and hospitality, as a welcoming space that fosters church ministries and hosts community groups, programs, and events. This is a part time position that has potential to grow in both scope and scale of responsibilities, depending on the demonstrated experience, gifts and skills of the candidate. The position will begin with a rate of \$20-25 per hour and 8-12 hours per week depending on education and experience.

The following priorities are the starting point for an exploration of this ministry of stewardship:

1. Management of accounting and financial operations in coordination with church officers and staff, and providing monthly financial reports (weekly bill payment, record keeping, financial administration of payroll, state and federal taxes, W-2, I-9 forms, etc.)
2. Efficient facility management and coordination as the facility lead contact with contracted services and awareness of all church calendar events, building useage, contracted service managers (ex: lawn care and snow removal contracts, regular maintenance contracts, copier rental, office and building supplies, etc.)
3. Partnering and coordinating with with Investment Team, Treasurer, Financial Administrator, Property Team, and Ministry Council to ensure faithful stewardship of church resources (financial and property resources that facilitate ministry and outreach) and develpong the Annual Budget
4. Overseeing annual review of Insurance and liability issues including building safety and maintenance needs, directing risk-management (including screening for staff and volunteers), responsibility for fire safety, facility security, and utility efficiency, with ability to address emerging concerns for facility and grounds
5. Attend monthly Ministry Council meetings for reporting of monthly financial statements and overall stewardship of church resources

This postion is hired by the Ministry Council and reports directly to the Senior Pastor, and will work in a checks and balances partnership with the Treasurer and Property Chair. All staff are encouraged to participate in the ministry and activities of the congregation.

First Baptist regularly hosts several groups and partners with Kansas New Vision Church, a Korean congregation on the premesis, as well as Brookridge Day School, with parking lot useage by Holy Cross Catholic School. We seek new ministries with and for the neighborhood including Sylvan Grove Neighborhood Association and other groups.

First Baptist Church follows established financial procedures for ethical stewardship of all resources, including responsible investment of reserve funds, in accordance with the Kansas Baptist Convention Foundation, Inc.

Growing points for this ministry include: Partnering with church staff and Ministry Council to create an environment of stewardship, including earth stewardship, utlizing opportunities for education and modeling a behavior of creativity, ethical investment, efficiency, and exploring ways to foster ministry through sound economic practices. Reviewing use of technology to enhance all areas of ministry.

Resumes with a description of experience related to the position, including references may be sent to

First Baptist Church of Overland Park
8200 West 96th Street
Overland Park, KS 66212

Or emailed to
office@firstbaptistop.org