AFRICAN HOLY GHOST CHRISTIAN CHURCH HURUMA

Church Administrator Job Description

Position: Church Administrator

Engagement: Full time

Reports to: Church Treasurer

Position Summary

The Church Administrator leads media management and digital communication for AHGCC Huruma. The role oversees the church website, livestreams, social media and official digital channels so members and the wider community receive timely, accurate information. The Administrator also coordinates church office operations and supports the Board and ministries, reporting to the Church Treasurer.

A Media Management and Digital Communication

- **Content planning and publishing:** Maintain a calendar for church services, events, campaigns and announcements. Draft clear messages, obtain approvals and publish them on the appropriate channels.
- **Website:** Keep service times, ministry information, events, contact details and sermon links current. Coordinate website maintenance and promptly correct outdated or broken content.
- **Livestreaming:** Schedule broadcasts and assign media team duties. Check cameras, audio, connectivity and streaming platforms before services, monitor quality and arrange a backup recording where possible.
- **Social media:** Create and schedule approved posts, promote church activities, moderate comments and respond to routine enquiries in line with church guidelines.
- **Digital enquiries:** Maintain official email, WhatsApp and other digital contact channels. Track enquiries, respond promptly and refer sensitive matters to the appropriate leader.
- **Media production and archives:** Coordinate photography, filming, sermon editing and design. Organise, back up and retrieve approved recordings, images and design files.
- **Branding and permissions:** Apply church branding and approval procedures. Follow consent and safeguarding procedures for images and recordings, and confirm permission to use third-party material.
- **Team and equipment:** Coordinate staff and volunteers, arrange training, track equipment condition and maintain secure, authorised access to official accounts.
- **Reporting:** Track website and social media engagement, livestream reliability and outstanding enquiries. Report results to leadership and recommend improvements.

B Administrative Responsibilities

- Coordinate church services, weddings, fellowships, meetings and other approved events, including schedules, venue readiness, supplies and logistical arrangements.
- Maintain accurate and up-to-date membership registers, attendance records and administrative files, with appropriate confidentiality and access controls.
- Prepare and distribute approved notices, correspondence and announcements, and maintain a calendar of church activities.
- Arrange leadership meetings, prepare administrative documents, record minutes when assigned and follow up on approved action points.
- Coordinate postal services, deliveries, bill settlement and other church errands through assigned staff or approved service providers.
- Prepare periodic administrative reports on activities, outstanding actions, operational needs and matters requiring leadership decisions.
- Support and facilitate the Church Board by coordinating meeting schedules, preparing agendas and Board papers with the designated leaders, arranging meeting logistics, recording minutes when assigned and tracking resolutions and action points.
- Manage the church management system and keep it updated with accurate membership, attendance, ministry, event and other approved operational records; coordinate user access, data checks, backups and technical support.
- Collect and verify data from church ministries and departments, update the strategic plan system with approved objectives, activities, indicators, targets and progress, and prepare progress reports for leadership review. Follow up on missing data and escalate delays or performance gaps.

C Church Office Management

- Manage daily office operations and assign work to administrative and support staff within delegated authority.
- Receive members and visitors courteously, respond to routine enquiries and refer pastoral, counselling or sensitive matters to the appropriate church leader.
- Provide secretarial and clerical support, maintain orderly filing systems and monitor office supplies.
- Ensure office equipment and computers are maintained, and coordinate repairs, technical support and backups of administrative records.

D Property Management

- Supervise cleaning, security and general upkeep of the sanctuary, offices, compound and other church facilities.
- Coordinate routine maintenance and repairs of buildings, furniture, utilities, sound equipment and other church assets through approved technicians and contractors.
- Maintain an updated asset register, inventory and records of asset allocation, movement, maintenance and disposal approvals.
- Administer approved procedures for the use and hire of church facilities and equipment, including bookings, handover and return checks.
- Monitor access, keys and security arrangements; report damage, loss, hazards and incidents promptly to the appropriate church leaders.
- Assess property insurance needs with the treasurer and track renewals, maintenance priorities and related documentation.

E Financial Management

Perform financial administration in liaison with the church treasurer and in accordance with approved budgets, financial policies and delegated authority.

- Coordinate purchases and supplier relationships, obtaining quotations and approvals as required by church procedures.
- Prepare payment vouchers and petty cash records, attach supporting documents and obtain approval from authorised signatories before payment.
- Record transactions accurately in QuickBooks and maintain organised receipts, invoices, banking records and other accounting documents.
- Coordinate prompt banking of church funds through authorised personnel and maintain deposit evidence and cash custody records.
- Support bank and petty cash reconciliations, investigate discrepancies with the treasurer and follow up on outstanding items.
- Assist in preparing budgets, monitoring expenditure and forecasting cash requirements so that obligations can be met when due.
- Prepare financial reports for the Board and supporting schedules for audit in consultation with the treasurer.
- Administer payroll and coordinate required deductions, remittances and tax reporting under the treasurer's oversight.
- Maintain separate records for designated funds, fundraising proceeds and facility or vehicle hire income, as applicable.

F Personnel Management and Supervision

- Supervise assigned church employees, support staff and contractors, and coordinate volunteers in consultation with their ministry leaders.
- Allocate duties, prepare work schedules and monitor attendance, punctuality, service standards and completion of assigned tasks.
- Maintain confidential personnel records, leave schedules, contracts and other employment documentation.
- Administer approved personnel policies and coordinate leave and duty coverage to maintain continuity of church operations.
- Support staff induction, training and performance reviews, and recommend improvements to staffing, remuneration and personnel policies.
- Address routine operational concerns and refer disciplinary matters, grievances and employment decisions to the authorised church leadership.
- Support adherence to applicable employment requirements and approved workplace safety procedures, escalating matters requiring professional guidance.
- Monitor contractor performance against agreed work, timelines and costs, and verify completion before recommending payment.

G Transport and Vehicle Supervision

- Supervise assigned drivers and coordinate church transport requests, trip schedules and vehicle availability.
- Ensure transport is undertaken by authorised and appropriately licensed drivers, with attention to passenger safety and approved vehicle use.
- Maintain vehicle booking records, trip authorisations, mileage logs and records of fuel consumption and operating costs.
- Monitor vehicle insurance, licensing and other required documentation, and coordinate timely renewals.
- Schedule servicing, inspections and repairs through approved providers, and ensure drivers report defects and incidents promptly.
- Supervise vehicle cleanliness, readiness, refuelling arrangements, key custody and parking through drivers or assigned support staff.
- Coordinate approved vehicle hire, including enquiries, bookings, charges, payment records and return inspections, in line with the vehicle hiring policy.
- Monitor adherence to transport procedures, review operating costs and submit relevant reports to church leadership.

Other Duties

Perform other reasonable duties assigned by church leadership that are consistent with the administrative nature of the position and approved church policies.

Qualifications and Experience

- Minimum Diploma in Media and Communication or an equivalent qualification.
- A born-again Christian with integrity, discretion and commitment to Christian service.
- A qualification in Business Administration will be an added advantage.
- Computer literacy, including office applications, digital records and accounting software; familiarity with QuickBooks is desirable.
- Practical skills in digital content production, website updates, livestreaming and social media, with strong written communication.
- Strong organisation, communication, financial recordkeeping and staff supervision skills.
- At least two years of relevant experience, including practical work in media management or digital communication.

How to Apply

Email your application letter and current CV to the address below. Use “Church Administrator Application” as the email subject.

Application email: ahgcchurumahr@gmail.com

Application deadline: 30th November 2026