

May 15, 2018

To: Persons interested in the open position of Administrator at the Vineyard Christian Fellowship of Seattle

Re: Attached position description

Thank you for your interest in the position of Administrator at the Seattle Vineyard. The Administrator is a key position in our team approach to ministry. The Latin prefix *ad* means “to” or “toward.” Therefore, administration is what enables the whole church to move toward ministry, and thus is an integral part of the ministry of the church.

The Administrator position with the Seattle Vineyard has several substantial aspects, due in part to the property management responsibilities that come with owning our historic structure. Other aspects include church communications, working with the pastoral staff and board of directors, overseeing accounting and payroll, fulfilling additional church- and facility-related administrative roles, and, finally, being the first point of welcome at our U-District offices. These roles and responsibilities are detailed in the attached two-page position description.

Because of the complexity of the role and the flexible nature of small-church staffing, the Administrator will periodically assess, with the pastoral staff and board, which areas and responsibilities are best carried by the administrator and which are best distributed to internal or external hires. For example, bookkeeping and payroll are currently being sourced out to our accounting firm, but the Administrator may choose, given a suitable skill mix and staff hours available, to retain those under the Administrator’s immediate purview. Recommendations for redistributing administrative roles, including through additional training, will be considered.

As noted, facility management is a key aspect of the Administrator’s role. The Vineyard owns and occupies a 110-year-old, 13,000 square-foot building that was completely remodeled and brought up to code in 1983-84, and is currently in year 11 of a multiple-phase Centennial Project to carry out additional upgrades. Still, old buildings have their quirks and constraints, with the result that space organization, multi-use scheduling and maintenance oversight are vital skills. The Administrator is also property manager to 3 long-term tenants and all shorter-term renters.

The Vineyard is committed to a collaborative, team-based approach to ministry. The Administrator’s immediate teams are the pastoral/ ministry staff, paid and volunteer admin staff (e.g., custodial), and the board of directors; other teammates include ministry leaders, the church itself, U-District neighbors, and the wider Vineyard family, both in the US and abroad.

This is a big job. But if you like a challenge and like people, this could be the ministry for you. If you are interested in pursuing this position further, please submit a resume as soon as possible. We will respond to resumes by sending you an application for employment and by scheduling an initial interview (face-to-face or by phone) as soon as possible. Our current Administrator is leaving her position on June 30th, so time is of the essence.

Please send resumes to: Pastor Karl Neils
Vineyard Christian Fellowship of Seattle
4142 Brooklyn Ave NE
Seattle, WA 98105

Email submissions preferred: karl@seattlevineyard.org