



*“Now there are varieties of gifts, but the same Spirit. And there are varieties of ministries, and the same Lord. There are varieties of effects, but the same God who works all things in all persons. But to each one is given the manifestation of the Spirit for the common good.*

*1 Corinthians 12:4-7*

## Administration Ministry Team

Organized ministry at Grace Covenant is accomplished through the intentional involvement of the church body as its members willingly participate in a variety of focused ministry teams. The scope of each ministry team is defined by the leadership team and a team leader is selected based on giftedness, experience and confidence in the individual’s ability to lead. The ministry team is accountable to the leadership team. Please prayerfully consider the Lord’s leading you to be a member of this ministry team.

### Administration Ministry Team Responsibilities

It is the goal of the Administration Ministry Team to develop and manage a long range plan for effective administration. Responsibilities include but are not limited to:

- **Safety** – Make and keep the facility safe for ministry.
- **Insurance / Risk Management** – Ensure adequate insurance coverages and risk policies are in place to protect Grace Ministry personnel and assets.
- **Supply Chain Management** – Includes service contract administration and inventory management of kitchen and janitorial supplies.
- **Security** – Protect the facility from break-in, theft, and vandalism utilizing the building locks and security system. Establish and maintain appropriate key controls.
- **Compliance** – Ensure compliance to local government codes such as fire, health, etc.
- **Personnel** – Manage the administration of the non-pastoral staff.
- **Special Projects** – Manage the execution of special projects as requested by Leadership Team.

### Organizational Structure

