

Ministry Administrator

Part-time Position Summary:

The Ministry Administrator is responsible for the management of the church office through a variety of organizational and communication tasks. This function includes the administrative support of the Co-Pastors, Church Council and church committees as well as the day-to-day reception and community interactions. Responsibilities include the multi-tasking of managing schedules and correspondence, filing, and producing bulletins and worship materials. It also involves the confidential handling of church and private data and information of a personal nature.

Position Responsibilities:

Office Administrative tasks:

- Support the administrative and communication needs of the Co-Pastors
- Carry out administrative duties such as filing, typing, copying, scanning, etc.
- Update/maintain pastoral records, church membership databases and mailing lists
- Attend staff meetings
- Consolidate and print annual pastoral reports
- Sort and direct all incoming mail and coordinate all bulk mailings
- Preparation of monthly church Newsletter (or other communication as determined by the Pastors)
- Maintain records of memorial garden, columbarium, bricks, etc. in coordination with the Memorial Garden Chairperson

Worship Administration tasks:

- Coordinate home communion and church floral and bread delivery scheduling
- Prepare/print worship materials such as weekly lector and prayer leader readings, prayer lists and church bulletins and oversee worship assistants scheduling system
- Purchase worship supplies

Communication tasks:

- Update the Church website and Facebook page as required
- Coordinate church digital and media communications

Hospitality tasks:

- As receptionist, interact with church members and visitors to welcome and address specific needs, questions, complaints and requests
- Coordinate Day Greeter system
- Administer the church key distribution and retention system

Position Qualifications:

- College degree desirable or equivalent work experience
- Church administrative experience desirable
- Proficiency in Microsoft Office and Word Press, and willingness to learn One Church, Mail Chimp and OBS
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Ability to maintain confidentiality of Church interactions and matters
- Demonstrated ability to work collaboratively on a team

Compensation, Benefits, Hours:

- \$25/hour
- Paid time off
- Hours: 25 hours/week

Approved by Church Council _____, 2022