

## **Church for All People Office Administrator**

### **Overview**

United Methodist Church for All People is seeking a highly organized, relational, and mission-minded leader to serve as our Church Administrator. This position combines executive administration, office management, congregational operations, communications, and ministry support into one cohesive role designed to help carry out the mission and vision of the church.

This role works closely with church leadership, staff, volunteers, community partners, and outside organizations to ensure the daily life of the church runs smoothly, efficiently, and with excellence.

### **Position Details**

- Position Title: Church Administrator
- Classification: Regular, Part-Time, Non-Exempt
- Hours: Approximately 20 hours per week with flexible scheduling and some remote work possibilities
- Compensation: Salary commensurate with experience (min 20,000/yr)
- Application period closes May 24<sup>th</sup>, 2026

### **Leadership & Administrative Support**

- Work closely with church leadership to help execute and support the mission and vision of the church
- Assist with strategic planning, administrative coordination, and ministry implementation
- Support church staff, ministry leaders, volunteers, and outside groups using church facilities
- Assist with church operations, special events, and ministry initiatives

### **Financial & Administrative Coordination**

- Serve as the primary liaison with Church Shield and other financial service providers
- Coordinate payroll processing, reimbursements, contractor payments, and honorariums
- Coordinate weekly bill payment processes and maintain organized financial documentation
- Assist with memorial donation acknowledgements and donor communication
- Maintain accurate records and reports for church operations and conference requirements
- Manage membership and attendance information through ChurchTrac and related systems

### **Office Administration & Communication**

- Manage daily office operations including phones, emails, mail distribution, scheduling, and facility coordination
- Coordinate church calendars, room reservations, and building usage with ministry partners and outside organizations
- Provide administrative support for pastors, staff, and volunteers
- Handle communication inquiries and direct individuals to appropriate ministry leaders
- Order office and ministry supplies as needed
- Coordinate maintenance requests and service calls for church facilities and equipment

### **Worship & Sunday Morning Support**

- Prepare weekly bulletins, announcements, worship materials, and inserts
- Create and manage worship slides and presentation materials using Worship Tools, PowerPoint,

Canva, and related platforms

- Import lyrics, graphics, and worship media for Sunday services
- Assist with livestream setup, operation, and online engagement during worship services
- Coordinate seasonal worship presentation updates and special service materials

### **Building & Campus Operations**

- Oversee the use and coordination of church facilities and church-designated spaces
- Work with Trustees, volunteers, and community partners to maintain church property and equipment
- Coordinate outside groups and ecumenical partners using church facilities
- Ensure church licenses, subscriptions, and ministry-related software remain current
- Coordinate maintenance and repair needs for office, worship, and technology equipment

### **Christian Education & Safe Sanctuaries**

- Support Sunday School and Vacation Bible School leaders with curriculum ordering and ministry logistics
- Maintain Safe Sanctuaries compliance including training records, background checks, and secure documentation
- Ensure all volunteers working with minors meet church safety requirements

### **Qualifications**

- Strong administrative, organizational, and leadership abilities
- Excellent communication and relational skills
- Ability to work collaboratively with diverse populations, volunteers, and ministry teams
- High proficiency with Microsoft Office, Google Workspace, presentation software, and digital communication tools
- Experience with Canva, worship presentation software, livestreaming, or church media preferred
- Ability to manage multiple projects and priorities with accuracy and attention to detail
- Commitment to professionalism, hospitality, confidentiality, and excellence in ministry
- Church administrative or nonprofit experience preferred

### **Work Environment**

This is a flexible, ministry-centered position that includes office work, Sunday worship support, event coordination, and collaboration with church leadership and community partners. Some evening or weekend responsibilities may occasionally be required depending on ministry needs.

### **To Apply**

Interested candidates should submit:

- Resume
- Cover Letter
- Relevant administrative or nonprofit experience

Applications may be submitted to:

[nmoxley@4allpeople.net](mailto:nmoxley@4allpeople.net)