**Job Description**

**Position:** Church Administrator
**Status:** Part-Time (28 hours/week maternity leave contract)

**Reports to:** Lead Pastor



**Position Summary**

The Church Administrator provides essential administrative support to the pastoral team, staff, volunteers, and congregation. This role ensures the smooth and efficient operation of the church office, communication systems, facility use, and Sunday services. The Administrator is the welcoming point of contact for visitors and serves as a central hub of communication and organization for the church. The working schedule is Monday - Thursday & Sunday’s according to office hours.



**Key Responsibilities**

 **Administrative Support & Communication**

* Serve as the first point of contact for all visitors, phone calls, and emails, providing friendly and reliable assistance.
* Manage the church’s general email inbox and distribute messages as needed.
* Provide clerical support for pastors, staff, and board including preparing documents (e.g., AGM materials, directories).
* Handle walk-in requests and direct inquiries appropriately.
* Maintain confidentiality in handling sensitive church information.
* Maintain and update church policies and records.



**Office & Financial Administration**

* Manage office supplies, equipment, expenses, and office budget.
* Distribute incoming mail and coordinate outgoing correspondence.
* Coordinate with the bookkeeper on administrative and financial matters.
* Ensure debit/credit machine is operational on Sundays.



**Communication & Media**

* Maintain the church website, electronic sign, and social media platforms.
* Create and distribute weekly announcements (weekly newsletter).
* Prepare and upload sermon slides and announcement slides for the Tech Team.
* Ensure congregation and membership records, church email lists, and directory are up-to-date.



**Facilities & Rentals**

* Manage church facility rentals from start to finish, including contracts, payments, and setup.
* Act as liaison with funeral homes and families for funeral service needs.
* Provide custodial staff with facility needs and order cleaning supplies as required.
* Open and close the Food Bank and see that they have everything they need.



**Ministry Support & Events**

* Oversee and support Food Bank operations.
* Schedule and oversee the Hospitality Team, ensuring volunteers are prepared and equipped.
* Prepare the weekly service schedule.
* Provide program support for ministries and special events as needed.



**Sunday Responsibilities**

* Be available before service to answer questions from staff or congregants.
* Distribute materials such as cheques, letters, or schedules.
* Ensure Sunday morning volunteers have the necessary information and support.



**Core Competencies**

* **Organizational Skills:** Able to manage multiple priorities, tasks, and deadlines

effectively.

* **Communication:** Strong written and verbal skills; communicates with warmth and professionalism.
* **Confidentiality:** Maintains discretion and integrity in handling sensitive information.
* **Problem Solving:** Identifies issues quickly and offers practical solutions.
* **Team-Oriented:** Works collaboratively with staff, volunteers, and congregants.
* **Flexibility:** Remains adaptable and positive in changing or stressful situations.
* **Attention to Detail:** Ensures accuracy in documents, schedules, and communications.
* **Hospitality:** Demonstrates a welcoming, servant-hearted attitude to all who connect with the church.



**Qualifications**

* Previous administrative experience in a church or nonprofit environment preferred.
* Proficiency in Microsoft Office Suite, Google Workspace, and social media platforms.
* Strong organizational, multitasking, and time-management skills.
* Friendly, approachable, and professional demeanor.
* Alignment with the fundamental beliefs and values of the church.



**Accountability**

* Reports directly to the Lead Pastor.
* Indirectly to the board
* Prepares for and participates in an annual performance review with the Lead Pastor.



If interested, please email Pastor Gregory Williams at gwilliams@cedarviewchurch.com