
Church Administrative Coordinator (Part-Time)

Nokesville Methodist Church

Hours: 16–18 hours per week

Schedule: On-site, 4 days per week

Position Overview

At Nokesville Methodist Church, we believe God is actively at work—and we joyfully seek to join Him in that work together. The Church Administrative Coordinator plays a vital role in helping our church stay organized, connected, and responsive so that ministry can flourish.

This position is more than administrative—it is a ministry of hospitality, communication, and support. The Administrative Coordinator helps create an environment where people feel welcomed, known, and cared for, while also equipping leaders and volunteers with the tools they need to serve effectively.

This role is designed for someone with prior administrative experience who can confidently manage systems, PC-based computer work, communication, and day-to-day responsibilities with limited training. Candidates with relevant administrative experience will be given preference.

Key Responsibilities

Welcoming & Communication Ministry

- Serve as a warm and welcoming presence in the church office
 - Greet members, visitors, and volunteers with a genuine spirit of hospitality and a “we’re glad you’re here” attitude
 - Respond to phone calls and emails promptly, clearly, and with a servant-hearted tone
 - Communicate effectively with staff, volunteers, and the community
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Supporting Ministry Through Organization

- Maintain a well-organized, accessible, appropriately stocked church office that supports shared ministry work
- Handle incoming and outgoing mail, including church communications
- Keep workspaces orderly and ready for use by staff and volunteers
- Maintain confidentiality and exercise wisdom in all interactions and records

Church Database & Communication Tools

- Maintain accurate and up-to-date records in Breeze and Tithely
- Use AI to generate content when appropriate
- Print reports from Breeze/Tithely as requested
- Send out Congregational or Team communication emails or texts as requested
- Assist ministry leaders in using these Database tools to strengthen connection, communication, and participation
- Help leaders set up forms, event registrations/tickets, volunteer sign-ups, and calendars
- Be a key leader on the Website Team. As part of the church staff, have primary responsibility for the continued development, organization, and regular updating of the church website using Tithely Sites, utilizing Website Team and volunteer help as much as possible.
 - Use the Tithely Sites Website Builder (no coding experience required) to add new pages and add or maintain important website content, including a members-only section, church directory access, volunteer information, leadership notes, office forms, event and volunteer sign-ups, prayer request and care pages, and staff/key volunteer profiles with photos and bios.
 - Monitor Search Engine Optimization on a regular basis, following provided guidance.
 - Complete routine website updates from the Website Update List, including tasks such as uploading the pastor's letter, linking the latest sermon video, and posting the weekly bulletin.
 - Upkeep all website connected subscriptions and keep an updated list of subscriptions being used.

Worship & Sunday Preparation

- Prepare the sanctuary for worship using a provided checklist
 - Coordinate flower orders, delivery, and payments
 - Declutter narthex or sanctuary as needed
 - Provide additional printed materials for sanctuary use (connect cards or other)
 - Complete other duties as assigned by the Pastor (for example, if additional prep or materials need to be prepared/displayed/setup for a funeral, wedding or baptism coming up)
 - Prepare printed materials, physical and electronic signage, or other worship resources as directed
 - Support a worship environment that is orderly, welcoming, and ready for people to encounter God
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Ministry & Event Support

- Provide administrative coordination for church ministries and events
 - Collaborate with the communications team to ensure clear and consistent messaging
 - Support leaders as they carry out ministry, helping remove administrative barriers
 - Keep the Church Calendar of meetings and events up to date (online and in office)
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Leadership & Meeting Support

- Provide administrative support for Church Council and committee meetings
 - Prepare and copy materials as needed
 - Assist ministry leaders and congregational care teams with accessing and using information for their work
 - Provide administrative support to the Pastor as assigned
 - Help coordinate the Pastor's meeting schedule as requested
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Facilities & Stewardship

- Help care for the church building as a shared ministry space
 - Maintain office equipment and coordinate repairs as needed
 - Serve as a point of contact for facility use, including outside groups
 - Communicate building needs with the Trustees Chair and Pastor
 - Ensure the building is secure during office hours and when closing
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Records, Systems & Accountability

- Maintain organized and secure church records (digital and physical)
 - Archive documents appropriately
 - Track and ensure renewal of annual subscriptions and service contracts
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Team Life & Growth

- Work cooperatively with staff and volunteers, sharing space and resources with flexibility and grace
- Take initiative to learn technical skills that support the church's needs and growth, as approved training opportunities and hours are available.

- Meet annually with the Pastor and Staff Parish Relations Committee (SPRC) for encouragement, help, evaluation, and growth
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Additional Responsibilities

- Carry out other duties as needed, based on the evolving needs of the church and the gifts of the individual
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Qualifications & Characteristics

- A growing Christian faith and a desire to serve the mission of the church
 - Proven experience in administrative, office, or ministry support roles
 - Strong organizational skills with the ability to manage multiple responsibilities independently
 - Clear, thoughtful communication skills—both written and verbal
 - Experience and comfort using database tools (such as Breeze or Tithely) to support communication, connection, and ministry effectiveness
 - Confidence in using office software (Microsoft Word, Excel, email, and basic document tools) in a day-to-day work environment
 - Ability to take initiative, solve problems, and follow through without close supervision
 - A warm, welcoming, and relational presence with a servant-hearted attitude
 - Trustworthy with confidential information and able to exercise sound judgment
 - A flexible, team-oriented spirit with a consistent “how can we help?” mindset
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Our Heart

At Nokesville Methodist Church, we are committed to following God together—paying attention to where He is at work and joining Him there. This role helps make that possible by keeping our church connected, organized, technologically capable, and ready to respond to God’s leading.