

Job Description

College Heights Seventh-day Adventist Church

Church Office Title

Church Office Administrator

Date Job Description Created/Last Updated

Jan 20, 2025

Time Commitment and Remuneration

This is a 0.6 FTE position

Chain of Responsibility

The Church Office Administrator is responsible to the Lead Pastor

General Description

The Church Office Administrator will serve as a liaison between the congregation and the pastoral team and elected church leaders. This person will provide a warm and welcoming physical presence for anyone visiting the College Heights Church.

Qualifications

1. Member of the Seventh-day Adventist Church in regular standing
2. Authentic personal relationship with Jesus Christ as Savior and Lord
3. Dedicated to upholding the vision, core values, and mission of the College Heights Seventh-day Adventist Church.
4. Present a warm and cheerful attitude
5. Willingness to learn new skills and software
6. Competency with Microsoft Office
7. Competency with Canva
8. Proficient in written and verbal communication, with the ability to effectively convey ideas and information
9. Minimum 2 years of office or administrative experience
10. References required

Responsibilities**1. Administration**

- a) Maintain church office hours from 24 to 26 hrs/week
- b) Maintain an office that is organized, warm and inviting

- c) Assist in tracking and maintaining records of attendance at worship services
- d) Ensure criminal record checks for those members who work with minors and the vulnerable sector are kept confidential and up to date
- e) Manage the distribution and collection of keys for ministry leaders
- f) Oversee church facility bookings and manage online scheduling
- g) Provide office support to the church's ministries and ministry leaders
- h) Handle general correspondence, phone calls, and emails, ensuring timely and professional communication
- i) Manage inventory and procurement of office supplies, ministry materials, and resources

2. Communication

- a) Prepare and publish church bulletins/update and digitize the church bulletin
- b) Keep church website calendar updated
- c) Collaborate with the communications team to prepare and send weekly email updates
- d) Design engaging and visually appealing slides to highlight events and share announcements before worship services
- e) Assist in the distribution of promotional materials for upcoming events.
- f) Collaborate with the communications team to develop and share content on social media platforms
- g) Manage and update communication contact lists

3. Church Maintenance

- a) Supervise Church Custodian
- b) Purchase custodial supplies

Evaluation

A performance evaluation will be conducted after 3 months of probation for new hires, and annually after that. The evaluation team will consist of the Lead Pastor, Associate Pastor, one elder & a board member