



THE JOURNEY

Join our team!
A great opportunity awaits.

Church Administrator



St. Louis, Missouri

Vision

WHY DO WE EXIST?



Mission

**Becoming apprentices of Jesus by
being with, being transformed by,
and partnering with
Jesus.**

HOW DO WE PURSUE OUR VISION?

Core Values

As we pursue our Vision and carry out our Mission, our Core Values give expression to the unique attributes that God has formed and is forming into our Journey culture and community.



UNCOMFORTABLE TRUTH



UNLIKELY RELATIONSHIPS



SACRIFICIAL SENDING



RESTORATIVE BEAUTY



FLAWED & FREE

We are hiring!

AT THE JOURNEY, MINISTRY IS MORE THAN WHAT HAPPENS ON SUNDAYS.

Behind every worship service, group gathering, and special event are the details that make it possible for people to encounter Jesus without distraction. The Church Administrator is the person who helps bring all of those details together.

This role ensures that communication is clear, systems are healthy, events are well executed, and our building is a place that feels both safe and welcoming. Guided by our mission of becoming apprentices of Jesus by being with Him, being transformed by Him, and partnering with Him, the Church Administrator helps create an environment where ministry can flourish.

Organization matters, but the heart of this role is much bigger. It is about quietly serving, showing care, and shaping an environment where people can encounter the love of Jesus.

OPERATIONS

The Church Administrator helps keep the day-to-day life of the church running smoothly. From maintaining the church database to managing supplies, from reconciling expenses to supporting staff and volunteers with administrative

needs, this role makes sure nothing falls through the cracks. Healthy systems and clear processes allow ministry leaders to focus on people and discipleship.

EVENTS

Every event at The Journey, big or small, is an opportunity for people to gather, connect, and grow. The Administrator helps bring those opportunities to life by coordinating registrations, room set-up, childcare, technology, and logistics. Whether it is a class, a retreat, or a church-wide celebration, this role ensures that the details are handled with care and excellence.

FACILITIES

Our building is more than a space. It is where people worship, learn, and find community. The Church Administrator oversees its use, works with contractors to keep it in good repair, and partners with volunteers to keep it welcoming and safe. From inspections and repairs to opening doors on Sunday mornings, this role helps ensure that our facility is ready for ministry.

The Church Administrator will lead with both competence and care, equipping volunteers, partnering with staff, and serving our church family in ways that often go unseen but always matter.

IS GOD CALLING YOU TO SERVE HIS CHURCH IN THIS WAY?



LEARN MORE ABOUT JOINING OUR TEAM!

Church Administrator

JOB DESCRIPTION

STATEMENT OF FAITH

READY TO APPLY?

IN ADDITION TO STANDARD COMPETITIVE BENEFITS LIKE...

- Medical/Dental/Vision
- Retirement Savings Plan

...WE VALUE OUR STAFF BY ALSO PROVIDING THESE ADDITIONAL BENEFITS:

- Generous PTO
- Weekly Spiritual and Professional Development
- Regular Staff Meals + Fellowship
- Flexible Work Schedules
- Counseling Services
- Sabbaticals and Spiritual Retreats



Questions?

Don't hesitate to reach out to us at
hello@thejourney.org