



Part-Time Church Administrator

Position Type: Part-Time (Wednesday–Friday)

Hours: Approx. 20–24 hours per week (flexible based on church needs)

Reports To: Pastor (primary) and Consistory

Position Overview

The Church Administrator serves as the operational backbone of the church during the week—keeping things organized, responsive, and moving forward. This role is the first point of contact for the congregation and community, acts as a gatekeeper for leadership, and provides administrative support to the Pastor and ministry leaders.

Key Responsibilities

Front Office & Communication

- Answer and manage incoming phone calls, emails, and general inquiries
- Serve as the first point of contact for members, visitors, and vendors
- Maintain a welcoming and professional tone in all interactions
- Route requests appropriately while protecting leadership time and priorities

Gatekeeping & Coordination

- Manage and prioritize requests directed to the Pastor and leadership
- Schedule meetings, appointments, and church events
- Ensure follow-up on action items and outstanding requests
- Help leadership stay focused on high-value priorities

Administrative Support

- Assist the Pastor with weekly and ad hoc administrative needs
- Prepare documents, correspondence, and reports
- Coordinate logistics for meetings, services, and events
- Maintain organized digital and physical filing systems

Church Operations

- Help coordinate communication for church announcements, newsletters, and bulletins
- Support ministry leaders with scheduling and administrative needs
- Maintain the church calendar and ensure alignment across ministries using Planning Center

- Assist with basic record-keeping (membership, attendance, etc.) within Planning Center
 - Assist with processing and recording deposits and disbursements in QuickBooks, maintaining complete, accurate, and timely financial records
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Qualifications

- Must be a professing Christian who is in agreement with the Statement of Faith of Immanuel Leidy's Church
 - Strong organizational and time-management skills are required for this role
 - Excellent communication skills—both written and verbal
 - Ability to handle multiple requests without getting overwhelmed
 - High level of discretion and professionalism
 - Proficiency with common office tools (email, calendars, Word/Google Docs, etc.)
 - Working knowledge of general accounting and financial practices a plus
 - Experience with Planning Center or similar church management software is a plus
 - Experience with QuickBooks or similar Accounting software is a plus
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Core Competencies

- **Dependability:** Shows up, follows through, and gets things done
 - **Discernment:** Knows what needs immediate attention vs. what can wait
 - **Servant Leadership:** Supports others with a helpful, humble attitude
 - **Attention to Detail:** Small things don't fall through the cracks
 - **Flexibility:** Comfortable with shifting priorities and last-minute needs
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Work Schedule

- Regular hours: Wednesday through Friday
 - Occasional flexibility for special events or urgent needs
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Compensation

- Hourly rate based on experience

If interested, please email your interest and resume to inquiry@leidyschurch.org