

## Now Hiring: Church Office Administrator/Hospitality Coordinator

### Christ Lutheran Church, Waterford, MI

**Hours:** Monday–Thursday, 9:00 a.m.–3:00 p.m.

Sunday Service: 30 minutes before and after Sunday worship (yes, there's coffee)

Special Services and Events: There will be occasional needs for special services, last-minute changes and events taking place in addition to these hours (Funerals, Christmas, Easter, Lent).

---

### About Us

Christ Lutheran Church is a warm, faith-filled, and joy-sparking congregation that believes laughter is holy, grace is abundant, and coffee is essential. CLC is a RIC congregation of the Evangelical Lutheran Church.

We're looking for a **friendly, detail-oriented, organized, and quick-thinking Church Secretary** to serve as both the welcoming face of our church and the behind-the-scenes heartbeat that keeps everything running. This person will support the pastor, staff, leadership, and congregation to ensure smooth daily operations and meaningful worship experiences.

Think of this role as **part air-traffic controller, part hospitality host, and part bulletin ninja**.

If you can juggle a ringing phone, a pastor's "just one more thing," and a copier with a mind of its own—this job might just be your calling.

---

### What You'll Do (a.k.a. the Holy To-Do List):

- Greet members, visitors and callers with warmth (and possibly candy).
  - Create bulletins, slides, (Proclaim proficient a plus!) newsletters, and announcements that make us look great on Sundays.
  - Manage church communications, website, and social media like the friendly pro you are.
  - Keep records of who's here, who's new, and who signed up for coffee hour.
  - Anticipate needs and order supplies, including coffee cups (we panic without coffee cups).
  - Support ministry teams, coordinate events, and keep the calendar from imploding.
  - Maintain confidentiality and a heart for ministry.
-

### Key Responsibilities:

- Welcome and assist visitors and callers
- Prepare weekly bulletins, slides, newsletters, and announcements
- Manage church communications, website and social media posts
- Maintain membership and attendance records
- Anticipate needs and order office, worship, and other supplies
- Support ministry teams and coordinate events
- Maintain confidentiality and a spirit of hospitality

### Qualifications:

- Excellent communication and organizational skills
- Proficient in Microsoft Office (Word, Excel, Publisher)
- Comfortable learning new software and managing digital content
- Experience in an administrative or church office preferred
- A good sense of humor, a team spirit, and the ability to say “Sure, Pastor!” with a smile.
- Experience in a church office or similar role is preferred, but we’ll train the right saintly soul.
- Pass a background check

---

### Why You’ll Love It Here

You’ll be part of a small team with a caring, creative congregation that loves to worship, serve, and laugh together. You’ll help make worship happen, connect people with God and each other, and be part of something that truly matters.

This is a salary position with an anticipated 24 hours per week with a salary range of \$350 to \$525/week depending on skills and experience. While we cannot offer health insurance and other benefits, we can offer free coffee, occasional baked goods, and coworkers who actually pray for you.

### To Apply

If this sounds like the kind of place where you’d love to put your gifts to work — where grace, laughter, and coffee keep us going — we’d love to hear from you!

God is doing something exciting here at Christ Lutheran. In the last two years, we’ve welcomed over **100 new members**, celebrated **14 baptisms this summer alone**, and

continue to see God's Spirit moving in fresh ways. We'd love for you to be part of what God is doing among us.

Please send your resume to **pastorsteph@christwaterford** with the memo line: "*Job Posting.*"