ST. PETER'S BY-THE-SEA
PRESBYTERIAN CHURCH

# ST PETER'S BY-THE-SEA PRESBYTERIAN CHURCH

POSITION: Church Administrator

Reports to: Pastor/Head of Staff
Classification: Part-Time up to 30 hrs. per week
Monday to Friday (may include evening meetings)

Department: Administration
:

I. Position Summary:

- The Church Administrator will be responsible for overseeing the daily operations of the church and managing office functions. A strong commitment to uphold and promote the church's values and mission are necessary.

II. Accountability:

- Position is accountable to the Pastor/Head of Staff and to Session through the Personnel Committee

III. Essential Functions:

- Manage the day-to-day operations of the church office, including answering phones and greeting visitors
- Produce Sunday morning bulletin and Thursday email and assist in creating various reports, flyers, and displays as needed to keep congregation well informed and up to date.
- Maintain the church calendar of events and activities, records, website and member databases
- Coordinate communication with church members, staff and the community
- Oversee church campus management, including maintenance and repair of church property in partnership with Facilities Coordinator as necessary.
- Manage check requests and incoming bills so bookkeeper can address issues in a timely manner
- Ensure compliance with legal regulations and church properties. Maintain all required state and federal employment notices on office bulletin board.
- Provide administrative support to Session as needed
- Perform other miscellaneous responsibilities as part of the team under the direction of Head of Staff

IV. Qualifications:

- Proven work experience as a Church Administrator or similar administrative role
- Strong organizational skills with the ability to multitask
- Excellent communication skills both verbal and written
- Proficient in the use of office software and social media platforms.
- Respect for confidentiality and discretion.
- Understanding the structure and operation of a church helpful
- BS degree in Business Administration or related field is preferred

**If you interested applying, please submit a cover letter and resume to personnel@stpetershb.org**
**No phone calls please.**

ST. PETER'S BY-THE-SEA
PRESBYTERIAN CHURCH

ST PETER'S BY-THE-SEA PRESBYTERIAN CHURCH

POSITION: Children & Youth Ministry Assistant

Reports to: Pastor/Head of Staff
Classification: Part-Time\non-exempt
Sundays and mid-week programs

Department: Growing Team
Approved:
Pay Rate $16.50/hr.

**I. Position Summary:**
The Children & Youth Ministry Assistant provides experiences for students to fulfill the St. Peter's Family Ministry vision of "building a biblical foundation for spiritual development and a lifelong relationship with Jesus." The Assistant will develop relationship connections with students and parents.

**II. Accountability:** Reports to the Director of Children & Youth Ministry with oversight of the Growing Team and Pastor.

**III. Duties and Responsibilities:**

Aid in planning and implementation of weekly programming:
- Sunday School: Nursery through Elementary
- Kids Night Out (KNO)
- All Family Special Events

Other tasks assigned by Director of Children & Youth Ministry or Pastor.

**IV. Qualifications**

Strong & growing personal commitment to Jesus Christ as Lord and Savior
A desire to see young people grow in Christ
Ability to work well with others and promote a strong team atmosphere
Teachable Spirit with focus on reaching children & families
Completed Baby/Child/ CPR class within the past two years or six months from start date.
Background check required.

**V. Availability:**

- Each Sunday of the month, 9:30 a.m. – 11:30 p.m.
- Kids Night Out, Fridays, 4:30 p.m. to 8:30 pm. once a month

**If you are interested applying, please submit a cover letter and resume to personnel@stpetershb.org No phone calls please.**