

## 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  
:  
Pay Rate: \$32-\$34 per hour

### 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 are interested applying, please submit a cover letter and resume to [personnel@stpetershb.org](mailto:personnel@stpetershb.org) No phone calls please.**