

**Maplewood United Methodist Church**  
**Job Description - Administrative Coordinator**

Job Title: Administrative Coordinator

Mission of Maplewood UMC: Maplewood United Methodist Church creates spaces where people can have authentic encounters with Christ, discover their spiritual gifts, and use them for God's glory.

How this position helps achieve this mission: The Administrative Coordinator proactively recognizes and responds to the administrative needs of the congregation and the pastor toward the achievement of the mission. They coordinate the church calendar, and assist various church committees and teams with organization, mission alignment, and record keeping.

Leadership structure: Reports to the pastor. Works in collaboration with other staff and ministry leaders as appropriate.

Work Schedule: 25 hours per week / Monday through Friday as determined by Pastor / SPRC. Some work may be remote, as long as remote work is reported to the pastor in advance.

## **Key Outcomes & Responsibilities**

### **1. The Church Office Is Organized and Functional**

- **Outcome:** The pastor, staff, and other church leaders can focus on ministry because administrative details are handled reliably.
  - Keep digital and physical files organized and accessible.
  - Maintain basic supplies and office equipment.
  - Coordinate facility use and communicate with service providers as needed.

### **2. Communication Is Clear, Timely, and Aligned**

- **Outcome:** Members and newcomers know what's happening through clear, timely communication.
  - Collaborate with Communications Team members to ensure effective communication.
  - Post updates to the church website and/or social media pages as needed.
  - Respond to phone calls, emails, and walk-ins with clarity and hospitality.

### **3. Calendar and Event Coordination Are Accurate and Efficient**

- **Outcome:** Church events and space use are clearly scheduled and well-communicated.
  - Maintain the church calendar in coordination with the pastor and ministry leaders.
  - Assist with logistical support for events (e.g., bulletins, sign-up sheets, reminders) as needed.

### **4. Records Are Accurate and Accessible**

- **Outcome:** Church leadership has the information they need to serve the congregation well.
  - Update and maintain basic data (e.g., attendance, membership, contact information, birthdays).
  - Help prepare reports and directories as needed.

### **5. Guests and Members Experience a Warm, Helpful Welcome**

- **Outcome:** People feel valued and connected when they reach out to or visit the church.
  - Provide a friendly first point of contact for visitors, callers, and inquiries.
  - Support hospitality efforts for worship and events (e.g., signage, welcome materials).
  - Prepare the bulletin for all worship services.

Performance expectations:

- Uphold the core values of the congregation - Community, Authenticity, Diversity, Service
- Demonstrate strong organizational skills
- Demonstrate proficiency with computer/word processing skills, including Microsoft Suite and Google Drive, and competence working with online resources
- Demonstrate professional interpersonal skills and appearance
- Maintain confidentiality in areas such as financial records, counseling situations, and other private matters.

Education and Experience:

- High School diploma
- Prior Administrative coordinator experience preferred
- Prior communications experience preferred
- Flexible schedule for work hours

Employee Signature and Date: \_\_\_\_\_

Supervisor Signature and Date: \_\_\_\_\_