

Good Shepherd Lutheran Church

132 E. Valley Forge Road, King of Prussia, PA 19406

Parish Administrator — Position Announcement

POSITION OVERVIEW

Good Shepherd Lutheran Church is seeking a Parish Administrator to support its ministerial staff and church office operations. This is a part-time position working Monday through Friday, 9:00 a.m. to 1:00 p.m. (beginning in 2027, Monday through Thursday during the Memorial Day through Labor Day period).

Annual Salary: \$21,000, reviewed annually

Desired Start Date: August 1, 2026

Hours: 20 hours per week

Schedule: Monday – Friday, 9:00 a.m. – 1:00 p.m.

WHO WE'RE LOOKING FOR

The successful candidate will bring a professional demeanor, a positive attitude, and a warm presence to our church office. We are looking for someone who:

- Is self-motivated with a strong work ethic
- Communicates clearly and warmly with staff, congregants, and visitors
- Possesses strong organizational skills and proficiency in office procedures
- Is proficient in Microsoft 365 (Word, Excel, Outlook, etc.)
- Can multitask, adapt to a varied daily routine, and work collaboratively as part of a team
- Understands and respects the importance of confidentiality in a church setting
- Experience in a church, nonprofit, or similar community organization is a plus

KEY RESPONSIBILITIES

- Serve as the primary receptionist, warmly welcoming visitors and screening and routing incoming calls and emails
- Provide administrative support to the Pastor
- Prepare weekly bulletins and special service bulletins or programs
- Prepare and distribute email communications to keep members informed of important news and events
- Maintain the membership database and parish registry
- Schedule use of Founders Hall and classrooms; obtain required documentation and payment
- Coordinate as needed with the Preschool
- Schedule Sunday morning worship volunteers (Lectors, Ushers, Communion Assistants) and coordinate Altar Flower and Bulletin sponsors
- Monitor, order, and maintain office supplies and other materials as needed
- Prepare the quarterly newsletter
- Perform other duties as directed by the Pastor

WHAT GOOD SHEPHERD OFFERS

- Annual salary of \$21,000, reviewed each year at budget preparation
- Ten (10) paid personal days per year

- Twelve (12) paid holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day and the day after, Christmas Day, and two floating holidays
- Office closed between Christmas and New Year's Day
- 30 days' advance written notice provided by Good Shepherd in the event of employment termination
- Annual performance review conducted by the Personnel Committee with input from the Pastor

HOW TO APPLY

Interested candidates should submit a cover letter outlining their interest in the position and the gifts, skills, and relevant experience they would bring to Good Shepherd. Applications are accepted by email only.

Email: gskopstaff@gmail.com

Attn: John Stong

Good Shepherd Lutheran Church is an equal opportunity employer and welcomes candidates from all backgrounds.