



REFORMATION LUTHERAN CHURCH
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www.reformationphilly.org

The Rev. Dr. Anthony L. D. Scott, Pastor

SEARCH FOR A CHURCH ADMINISTRATOR

Reformation Lutheran Church seeks a Church Administrator/ Administrative Assistant who will organize our administrative life, support the mission and work to make Reformation known through a variety of media.

The work involved in the position occurs inside the Church facility on weekdays, with occasional remote work.

General Requirements:

- Able to celebrate diversity and work with individuals from varied backgrounds, faiths, nationalities, races, gender identities, and sexual orientations.
- Willing to authorize a criminal background check, the result of which may or may not affect eligibility for employment and must consent to the sharing of relevant information with the Pastor.

Communications - Internal

- Through electronic and printing means, keep congregation informed of events: newsletter, weekly announcements, text alerts, calling post and assign as the need arise.
- Prepare worship bulletin for Sundays and special events.
- Communicate with other staff members to ensure there are no gaps in information sharing.

Communications - External

- In collaboration with pastor, manage Facebook, website, and analog message board to create buzz in the community about Reformation.
- Refresh and broaden our social media presence, establishing and maintaining new accounts in emerging platforms. (Content creation is also collaborative.)

Administrative

- Receive and forward phone email messages.
- Oversee inventory of office supplies and care of office equipment.
- Schedule volunteers for a variety of tasks.
- With the Church Clerk, maintain member database.
- Function as point person between and among ministry teams.
- Respond to needs as arise.

To apply, please send the following to Dr. Moses Lee Williams by January 26, 2026. (moses.lee.williams@gmail.com).

- a cover letter stating your interest and how your skills are well suited to the position.
- a resume and (3) references whom we may contact and who can attest to your skills and experience.