

Job Description

JOB TITLE: Church Administrator

REPORTS TO: Elder Board

Summary:

The Church Administrator is a key part-time role focused on managing the scheduling and administrative functions that support the weekly operations of Story Church. Reporting to the Elder Board, this individual takes ownership of volunteer scheduling and provides essential administrative and planning support. They also play a key coordinating role—ensuring others are equipped and accountable for areas such as digital content, event planning, and facility upkeep. By providing this support, the Administrator helps create the structure that allows ministry to thrive week by week.

Key Responsibilities

1. Scheduling & Administration

- Schedule volunteers for Kids Ministry and Tech Teams using Planning Center
- Maintain Planning Center data: volunteer roles, contact info, service plans
- Initiate and track criminal record checks
- Provide administrative support for Kids, Missions, and staff

2. Delegate/Coordinate Digital Content

- Oversee the creation of weekly ProPresenter slides, ensuring all announcements and visuals are current
- Ensure the church website is kept up to date
- Coordinate the design of event and service graphics

3. Event Planning & Coordination

- Organize and execute key church events including: Annual General Meeting, Easter Service, Work Days, Church Retreat, BBQs, Christmas Eve Service
- Coordinate childcare, work with elders/deacons, and manage event logistics

4. Hospitality & Housekeeping Oversight

- Stock and maintain staff room essentials (coffee, cups, etc.)
- Ensure communal areas remain tidy and organized
- Flag maintenance needs as they arise

Work Schedule and Compensation

Weekly Hours: 10 hours

Compensation: \$12,750/yr (~\$24.50/hr)

Schedule:

- Primarily on-site presence (including Sundays and major events)
- Some flexibility for remote work