



## **Position Announcement**

### **Church Administrator**

**Location:** St. James Missionary Baptist Church

**Reports To:** Senior Pastor

**Position:** Exempt (Full-Time)

**Salary Range:** \$40,000 to \$50,000 annually

**Benefits Eligible:** Yes

### **About the Role**

The St. James Missionary Baptist Church is seeking a dedicated and highly organized Church Administrator to support the daily operations and ministry functions of our church. This key support role works closely with the Senior Pastor, Director of Operations, church staff, ministry leaders, and volunteers to ensure the church office operates with excellence, professionalism, and a spirit of service. The ideal candidate will bring strong administrative experience, sound judgment, attention to detail, and a commitment to supporting the mission of the church through effective communication, organization, and interpersonal skills. This role serves as the church receptionist and is responsible for scheduling, records management, event coordination, and administrative support for church leadership.

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### **Job Summary**

The Church Administrator provides administrative and operational support to the Senior Pastor, Director of Church Operations, ministry leaders, and church committees to help ensure the effective day-to-day functioning of church office operations. This role supports office coordination, communications, recordkeeping, scheduling, facilities coordination, and staff support while advancing the mission and ministry goals of the church.

# **Essential Duties and Responsibilities**

## **Office Administration**

- Manage daily church office administrative support, including reception, voicemail, email, mail distribution, and office supply inventory.
- Maintain the church master calendar and coordinate room reservations for ministries, meetings, and special events.
- Prepare, proofread, and distribute church bulletins, newsletters, flyers, announcements, and administrative correspondence.
- Maintain accurate membership, attendance, ministry, and event records.

## **Administrative Support**

- Provide administrative support to the Senior Pastor, Director of Church Operations, church leadership and ministries.
- Coordinate meetings, appointments, ministry activities, weddings, funerals, and special church events.
- Prepare meeting agendas, minutes, reports, and presentation materials for committees and leadership meetings.
- Serve as a church receptionist and a point of contact for members, visitors, volunteers, and vendors, ensuring professional and courteous communication.

## **Financial and Records Support**

- Assist designated church leadership with organizing invoices, receipts, expense documentation, and other supporting financial records.
- Maintain confidential church records, files, and administrative documentation.
- Assist with gathering administrative materials needed for budgeting and annual financial review processes.

## **Personnel Support**

- Maintain employee personnel files, onboarding documents, and administrative employment records.
- Assist with timekeeping, leave tracking, and other staff administrative support functions.
- Support communication between church leadership and staff regarding administrative matters.

## **Facilities and Event Coordination**

- Coordinate facility requests, classroom scheduling, and ministry space reservations.
- Monitor office equipment, inventory, and maintenance requests.
- Assist with logistics for worship services, ministry programs, and special church events.

## **Minimum Qualifications**

- Associate degree in business, administration, management, or a related field preferred; equivalent relevant work experience may be considered.
- Two to four years of administrative, office management, church, or nonprofit experience.
- Proficiency in Microsoft Office and standard office technology.
- Strong organizational, communication, and interpersonal skills.

## **Preferred Qualifications**

- Experience working in a church, ministry, or nonprofit environment.
- Experience with church membership databases, scheduling platforms, or office management systems.

## **Knowledge, Skills, and Abilities**

- Ability to maintain confidentiality and exercise sound judgment.
- Strong attention to detail and ability to manage multiple priorities.
- Ability to work collaboratively with church leadership, staff, volunteers, and congregation members.
- Flexibility to support occasional evening or weekend church activities.

## **Performance Evaluation**

The Church Administrator will receive mid-year and annual performance evaluations conducted by the Senior Pastor, with input from appropriate church leadership.

## **Working Conditions**

- Office environment; Monday–Friday (9 am to 5 pm) with occasional evening/weekend commitments.
- On-site presence required.
- Regular interaction with church leadership, staff, ministry leaders, volunteers, members, and visitors.

## How to Apply:

Applicants must submit the following materials via email to [HRTeam@stjbc.org](mailto:HRTeam@stjbc.org):

- A cover letter, résumé, and three professional references
- In the subject line of the email, please include: “**Church Administrator Application – [Your Name]**”

Applications received by **Monday, May 25, 2026**, will receive full consideration. Applications received after this date may be reviewed as needed until the position is filled. The position will remain open until filled.

## Mission Statement

At St. James Missionary Baptist Church, our mission is to build lives and develop disciples for the Kingdom of God by proclaiming the Gospel of Jesus Christ, nurturing spiritual growth through biblical teaching, cultivating a spirit of service, and empowering believers to live out their faith with purpose, passion, and power in every area of life.

## Equal Employment Opportunity (EEO) Statement

St. James Missionary Baptist Church is committed to employment opportunities for qualified employees and fair treatment of all employees and prospective employees without regard to race, color, age, national origin, sex, citizenship, veteran status, or disability, or any other characteristic protected by laws as it applies to the Church. The Church does not discriminate on the basis of religion.