



Middletown Christian Church

Church Office Administrator

Job Description

Reports To: Associate Minister

PT/FT Status: FT

Department: Admin/Facilities Support

Expected Hours: 30 hours a week

Typical Work Week: Monday-Thursday

FLSA Status: Non-Exempt

Pay Type: Hourly

Direct Reports: No

Pay Range: \$18 to \$22 an hour

About Us

Middletown Christian Church is a faith community that recognizes and affirms that all people are made in the image of God. We welcome people of every race, gender identity and expression, age, physical and mental ability, sexual orientation, economic circumstance, faith background, and political affiliation to participate fully in the life of our church.

Work Schedule

The work schedule is typically Monday-Thursday, 9:00-4:30, and occasional Fridays as needed 9:00-1:00. Occasionally there are church events in the evening and on weekends that require support from this position.

Job Summary

As the Church Office Administrator, your role is vital in supporting the smooth functioning of the church and facilitating effective communication among staff, volunteers, and members. Here are key responsibilities and duties associated with this position:

Office Administration

Maintain the church office and ensure it operates efficiently. These duties include managing office supplies, operating office equipment and technology, including the Church phone system. This position is responsible for recruiting, training, and scheduling office volunteers. As time allows, provide administrative support for leadership bodies and volunteer groups within the church.

Facilities Scheduling

Perform administrative duties and details associated with rental of church space. This includes responding to rental inquiries, coordinating with Facilities & Grounds Manager regarding custodial support, and booking the space. Duties also include calculating rental fees, creating invoices, and review of weekly rental reports for payment of rental fees.

Worship/Ministry Support

Ministry Event Coordination: Assist in planning and coordinating church events, baptisms, meetings, and activities with church members and staff. This involves managing the church's schedule, booking space, sending invitations, providing necessary support during the events, and

creating online event registration and payment. Create and print necessary worship, funeral, and event programs.

Youth and Children's Ministry Support: Provide approximately five hours a week of administrative support for youth ministries and, when needed, assist children's ministries, primarily for big events.

Hospitality: Order and maintain inventory of worship, hospitality, and pew supplies. Ensure pews are stocked with necessary items and hospitality stations are stocked.

Communications: Create signage for events, add events to daily activity sheet, and keep church bulletin boards updated. Add information from Connections cards to church membership and communication systems. When necessary, assist with production and delivery of church and youth weekly e-news and weekly worship invite. Assist with church communications and mailing materials as needed. As needed, update the church website with events, registrations, news, etc.

Required Skills and Abilities

- Strong verbal and written communication skills.
- Ability to maintain focus and composure in a busy, open office environment.
- Proven ability to prioritize responsibilities and manage multiple tasks effectively.
- Demonstrated interpersonal and customer service skills, showing professionalism and hospitality.
- Exceptional organizational skills and attention to detail.
- Strong time management skills with the ability to meet deadlines consistently.
- Proficient in Microsoft Office Suite or related software; comfortable learning new systems.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 25 pounds

Education and Experience

- High school diploma or equivalent required.
- Minimum three years of experience in an administrative or support role in a fast-paced environment.
- Experience with Microsoft Excel required.
- Experience with design, graphics, or layout tools preferred (Canva, Adobe Programs, etc.).
- Employment is contingent upon the successful completion of a background check.

Benefits

- Employee Health Care Plan
- Generous vacation and sick leave plus holidays

Please send cover letter and resume to Rachel Freeny, Associate Minister, at rfreeny@middletownchristian.org.