



Join us on the Joyful Adventure!

Trinity Church is seeking a gifted and experienced Church Administrator to join our growing team at the beginning of an exciting new chapter in the history of our church. Be part of a culture of:

Followers first, because ministry is an overflow of life with Jesus.

Gifted collaboration, because we all have a vital contribution to make and we need you to make us better.

On the move, because God has told us to go!

Uncompromised unity, because we can only do this together.

Joyful fun, because ministry is a blast!

God has called us to *Awaken the Valley to the Joyful Adventure of Life with Jesus*, and we want you to be a part of this new work as we seek to impact our Valley for the Gospel! Here are the details:

Position Summary:

The Church Administrator serves as a central hub, providing direct administrative support to the Senior Pastor, coordinating staff efforts, and maintaining alignment between the church's mission and its ministries. This person manages the day-to-day administrative functions of the church, ensuring smooth operations across staff, facilities, and communications.

Senior Pastor Support

- Support the Senior Pastor in administrative needs, including correspondence.
- Manage his calendar for scheduling and meeting coordination.
- Screen, prioritize, and manage all incoming communication on behalf of the Senior Pastor.
- Coordinate with Trinity Church's wedding coordinator.
- Handle confidential and sensitive information with discretion and professionalism.
- Draft and proof correspondence, announcements, and leadership updates.
- Anticipate the needs of the Senior Pastor and proactively solve problems.



Operations Support

- Oversee daily office operations, communication, and scheduling.
- Serve as a welcoming presence and first point of contact for guests, members, and vendors. Answer church phone, general emails.
- Maintain organized systems for record keeping, church documents, and membership data. Master and own church management software.
- Manage church calendar.
- Oversee scheduling and use of church facilities.
- Manage all church vendor relationships, coordinate with those needing to work onsite.
- Work with facility manager to care for building, grounds, and vehicles.
- Manage office supplies, technology resources, church mail, and Sunday collateral.
- Oversee internal communication between leadership, ministries, and congregation.

Ministry Support

- Support event planning and execution for church-wide gatherings, outreach, and special services.
- Ensure consistent alignment between ministry programs and church vision.
- Process weekly offering and work with bookkeeping company to ensure proper recording.

Qualifications

- Deep, growing faith in Jesus Christ and commitment to the mission of the church.
- Proven administrative or operational experience (3–5 years preferred, ideally in a ministry or nonprofit setting).
- Exceptional organizational, interpersonal, and communication skills.
- Proficiency with administrative and database software (e.g. Microsoft Office, Planning Center, QuickBooks).
- Ability to manage multiple priorities, work independently, and maintain confidentiality.

Work Schedule:

Position paid hourly at approximately 20 hours/week. Role provides some flexibility, but hours will need to align with staff and ministry needs. Some nights and weekends are possible.