

Church Administration Job Opportunity

10-9-26

Jasonville Assembly of God is seeking a dedicated, organized, and ministry-minded **Church Administrator** to support the daily operations of the church, assist pastoral leadership, and help create an environment where ministry can thrive.

As an Assemblies of God church, our mission is to evangelize the lost, worship God, disciple believers, and show compassion to others. We are anchored by our commitment in actively engaging with the Bible, living a life empowered by the Spirit, and sharing the gospel through missions—both nationally and internationally.

- **Job Title:** Church Administrator
- **Work Environment:** Office setting within the Church premises.
- **Reporting Structure:** Reports to the Lead Pastor.
- **Salary:** Salary is based upon candidate experience and qualifications, as well as market and business considerations.
- **Pay Range:** \$18.00/hr; 15-20 hours a week
- **Location:** Jasonville, Indiana
- **Employment Type:** Full-time
- **Equal Opportunity Statement:** We are an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, gender, age, marital status, veteran status, or disability status.
- **Application Instructions:** Please submit your resume and a cover letter outlining your qualifications and experience to office@jasonvilleag.org.

The duties and responsibilities of Church Administrators include:

- Coordinating and scheduling church calendar, events, and activities.
- Putting together, printing, and distributing event sheets.
- Process mail, answer phone calls, respond to voicemail.
- Manage church email account and follow up accordingly.
- Making calls relating to church business.
- Collect and sort the mail.
- Maintaining church records, managing databases, and filing receipts.
- Working with the church accounting service including bank deposits.
- Keeping track of bills and taking the appropriate actions.
- Maintain an organized system for confidential church documents.
- Taking notes for staff meetings and distribution to staff.
- Maintain church supplies and ensure they are ready for church functions.
- Putting service orders together and emailing them each week.
- Coordinating communication with church members, staff, and the community
- Overseeing facility management, including maintenance and repair of church property
- Ensuring compliance with legal regulations and church policies
- Providing administrative support to church leadership
- Assisting with outreach and community events.
- Be available during Sunday and Wednesday services to help as needed.

- Coordinate various church events as directed by the Senior Pastor.
- Keeping track of hourly time sheets including cleaning staff and others.
- Printing materials for board and business meetings.
- Maintain and oversee the office equipment.
- Coordinate with the church Deacons to account for attendance.
- Other duties as assigned.

Qualifications

- Proven work experience as a Church Administrator or similar administrative role.
- Strong organizational skills with the ability to multitask.
- An understanding of and a heart for the mission and values of our church.
- Solid understanding of bookkeeping and financial management.
- Excellent communication skills, both verbal and written.
- Exceptional organizational and time management skills.
- Proficiency with office software, including word processing, spreadsheets, and database management.
- Ability to handle confidential information with discretion and integrity.
- Understanding of the structure and operations of the Church.
- Strong interpersonal skills and the capacity to work collaboratively with others.

Please send any interest in this position to:

office@jasonvilleag.org

Attn: Admin Position

The best is yet to come!