

JOB TITLE: Ministry Administrator
TERMS: Part time 20 hours per week
WORK RHYTHM: Tuesday-Friday 9:00am - 1:00pm, Sunday 9:00am
REPORTS TO: Director of Shepherding

ABOUT THE ROLE: The role of the Ministry Administrator is to provide administrative support to the various ministries and events of Brookhaven Pres.

RESPONSIBILITIES:

Administrative Responsibilities

- Office Management
 - Be in office for business hours: Tuesday-Friday, 9:00-1:00
 - Manage church email and phone
 - Responsible for mail and packages to be properly sorted for staff and pick-up for outgoing content.
 - Assist Director of Business Operations with processing checks received in mail
 - Determine usage of office space for new hires, including ordering furniture
 - Keep office and printer supplies stocked
- Oversee week-to-week details of Sunday and Wednesday bulletins and printing
- Assist Director of Shepherding with maintenance of membership and baptism records
- Responsible for execution of weekly communications (Wednesday update, announcements for bulletin), with input from staff
- Send flowers / gift in lieu of flowers at request of pastoral staff
- As needed general admin tasks to assist pastoral staff (printing, gathering names for event sign-ups, etc...)
- Assist hiring manager with new hire process (posting job descriptions and receiving resumes)

Calendar and Events

- Church Calendar
 - Assist in development of church calendar and schedule of ministry events/plans annually, in conjunction with pastoral staff
 - Regular maintenance of church calendar with monthly communication to staff
 - Responsible, in conjunction with staff, for maintaining schedule of facility usage and needs
 - Assist pastoral staff in timely planning of ministry functions/events
- Church-wide Event Planning
 - Spearhead church-wide events and coordinate efforts with

staff and volunteer teams

- Events include: Christmas party, Christmas brunch, Easter brunch, supper clubs, field day, retreat, community lunches

Sunday Responsibilities

- Ensure that communion supplies are stocked
- Set-up and clean-up communion each week

Staff Involvement

- Attendance at monthly all-staff meetings and events
- Monthly check-in with Director of Shepherding

CANDIDATE REQUIREMENTS:

- Member (or willing to become a member) of Brookhaven Presbyterian Church
- Availability to work Sunday morning and four days of the week in the church office
- Organizational and planning skills with a high-level attention to details
- Oral and written communication skills
- Self-motivated
- Time-management skills
- Team player

*If you are interested in applying, please send your resume to Beth Goss
(beth.goss@brookhavenpres.com).*