



517 Beaver Valley Pike
Lancaster, PA 17602

Office Administrator

Hourly, part-time, approx. 25 hours / week; \$20/hour



Harvest's Mission:

*To be a community of fruitful disciples of the Lord Jesus Christ,
Transformed by the grace of God for the glory of God,
Called to worship Him, serve Him, and proclaim Him to the world.*

Brief Description of Harvest:

Harvest Presbyterian Church was planted in 2002 for the glory of God and the furtherance of His kingdom with a vision—to *know Christ and to make Him known*. We are a church faithful to the Scriptures, true to the Reformed Faith, and obedient to the Great Commission of Jesus Christ. Located at the southern end of beautiful Lancaster near the communities of West Lampeter, Strasburg, and Willow Street, we're blessed to be in an area known for its tourism with picturesque rolling hills in the heart of Amish country on one side and deep forests and cliffs on the other along the Susquehanna River.

Harvest averages about 125 in Sunday worship (10:45am), plus another twenty shut-ins, many who watch online. We have Sunday School for all ages at 9:30am, and Fellowship Time before the worship service. We have also been blessed with a beautiful church facility, including a 300-seat, worshipful sanctuary, plus a large, multi-purpose fellowship hall / gym with a full kitchen, classrooms, offices, and nursery.



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Office Administrator Position:

Harvest is looking for an Office Administrator (hourly position, approximately 25 hours per week).

General Overview

The position and purpose of the Office Administrator are three-fold:

- To **glorify** God and enjoy him by striving to please Him in the performance of this position by serving, organizing, unifying, and loving. (Col. 3:23-24)
- To **serve** the congregation and the pastoral staff of Harvest Presbyterian Church and to communicate Christ to all through strong skills in organization and communication. (Gal. 5:13)
- To **proclaim** the good news of Jesus Christ by words of witness and deeds of mercy in the performance of the requirements of this position. (John 3:16; Col. 3:12)

Specific Requirements for the position of Office Administrator are three-fold:

I. Spiritual Commitment

- Must be a born-again believer trusting in Jesus Christ alone as the only means of salvation. (Eph. 2:8-9, Rom. 6:23)
- Must be a member in good standing of Harvest Presbyterian Church or willing to become one (Acts 2:42) (Consideration may be given to individuals from another Bible-believing / teaching church of like faith and practice.)
- Must have a love for the congregation and the ability to communicate the love of Christ through daily interactions and prayer. (Heb. 10:24-25)
- Must be committed to historic Biblical Christianity and have doctrinal compatibility with the *Westminster Confession of Faith* and the statements of faith adopted by the Presbyterian Church in America (PCA).

II. Administrative Oversight (1 Cor. 10:31; Col. 1:10; John 9:4).

- Answer directly to the Pastor and the Session of Harvest Presbyterian Church (PCA). (Heb. 13:7)
- Handle all clerical and secretarial duties requested by the Pastor and Session.
- Oversee the church and facility use schedules.
- Manage the church database and filing systems.
- Oversee inventory and purchase of office/church supplies.
- Assist various ministries of the church as needed.
- Delegate responsibilities to Assistant Office Administrator as desired.
- Maintain Childcare Clearances.



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III. **Representative Duties** (Col. 4:6; 1 Cor. 14:40; Rom. 12:18)

- Church Communication – Phone, email, guests, prayer chains
- Weekly Church Bulletin
- Maintain Office Card Ministry
- Create Annual Directory
- Maintain Bulletin Board
- Maintain church calendar
- Keep informational brochures up to date.
- Manage Sunday worship service announcements and music PowerPoint slides / video / overhead presentations

Working Hours

This is a part-time position of approximately 25 hours per week.

Education and Experience

Must have any combination of training, experience, and/or education that provides the administrative and secretarial skills and understanding required to effectively perform the essential requirements of this position as described above.

Knowledge and Skill Requirements

- Solid interpersonal skills using tact (Prov. 25:11), diplomacy (Rom. 12:18), and a high level of confidentiality (Prov. 11:13; 21:23).
- Computer literate: familiar with Microsoft Word and Publisher, database entry, websites, and have the ability to learn other systems as required for the position.
- Work independently with minimal supervision (1 Cor. 4:2).
- Willingness to work flexible/additional hours when needed.
- Ability to communicate both orally and in writing to a wide range of people.
- Capable of preparing and maintaining reports.
- Meet schedules and timelines (Eph. 5:15-17).

Contact Information:

All interested candidates are asked to send a cover letter, personal resume, and references to: officeatharvestpca@gmail.com

Soli Deo Gloria! May God bless you with His abundant grace!

www.harvestchurchlancaster.org



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As an employee of Harvest Presbyterian Church (PCA), I understand that I am a part of this Bible-believing church and that my employment is a God-ordained ministry as well as a vocation. In this regard, I fully support *historic Biblical Christianity as declared in the Westminster Confession of Faith, its Larger and Shorter Catechisms, as well as statements of faith adopted by the Presbyterian Church in America (PCA)*.

I acknowledge that Jesus Christ is my Lord and Savior, and I desire to live all of life pleasing to Him. I agree that God's Word, the Holy Scriptures of the Old and New Testaments, are my supreme rule for faith and practice. By God's grace, I commit to live consistently and in accordance with Biblical standards, by Harvest Presbyterian Church bylaws, and by such directives as may be issued from church leadership, with the Bible always being preeminent.

If I ever find myself out of accord with Biblical standards, I will make this known to church leadership.

Signature _____ Date _____

Print Name _____