



www.newlifepres.org  
1430 E. Orangethorpe Ave. Fullerton, CA 92831

## **Position: Church Administrator**

Status: Part-Time

Reports to: Senior Pastor

### **Position Summary**

The Church Administrator will support the operational backbone of the church by overseeing the church's day-to-day life, supporting Sunday worship, staff coordination, communications, and administrative systems. Reporting directly to the Senior Pastor, this role works closely with the other pastors and staff to ensure that the life of the church is orderly, hospitable, and well-supported. This position emphasizes coordination, clarity, and follow-through, freeing pastors and ministry leaders to focus on shepherding, teaching, and discipleship.

### **Job Description**

#### *Sunday Worship and Congregational Life*

- Prepare and print weekly Sunday bulletins.
- Coordinate logistical needs related to the Lord's Supper.
- Assist with hospitality and communication needs related to worship services.

#### *Office and Operational Support*

- Provide administrative support for pastors and ministry staff.
- Take minutes for weekly staff meetings.
- Manage church calendar and room reservations.
- Maintain staff Google Drive folders and shared documents.
- Manage inventory and ordering of office supplies.
- Provide administrative support for leadership events and church-wide events: booking venues, managing registration, etc.
- Assist with membership, confirmation, and baptism processes, including scheduling, coordinating classes, interviews with elders, and Sunday receptions.
- Act as the point of contact for building needs in conjunction with facility deacons.
- Coordinate logistics and communication for visiting guest preachers and speakers.

#### *Communications and Systems*

- Manage physical and digital mailbox.
- Manage the church's Google Voice account and voicemail system.
- Publish the weekly church-wide newsletter.
- Oversee and manage Planning Center, Membership Directory, and the Flock System.

### *Human Resources*

- Serve as the administrative point of contact for staff-related processes.
- Assist with HR needs of employees in coordination with the Senior Pastor.
- Oversee orientation and onboarding for new employees.
- Maintain confidentiality in all personnel-related matters.

### **Qualifications**

- Demonstrated experience in administrative and organizational support.
- Strong organizational skills and attention to detail.
- Ability to manage multiple priorities and work collaboratively with staff and volunteers.
- Clear written and verbal communication and strong interpersonal skills.
- Proficiency with Google Workspace and church management software (or ability to learn quickly).
- High degree of discretion, reliability, and trustworthiness.
- Mature Christian character and commitment to serving Christ's church.

### **Expectations**

- Work approximately 20 hours a week.
- Attend in-person Tuesday weekly staff meetings.
- Attend and actively participate in Sunday worship services.
- Maintain a weekly schedule coordinated with the Senior Pastor, including Sunday availability.
- Maintain clear and timely communication with the Senior Pastor and staff.

### **How To Apply**

- Interested candidates are invited to submit a résumé and brief cover letter describing their interest in the position and experience relevant to church administration to [hr@newlifepres.org](mailto:hr@newlifepres.org). Applications will be reviewed on a rolling basis.