

**Job Title: Office Administrator and Prophetic Leadership Program Coordinator**

**Job Type:** Full-time

**Location:** Royal Lane Baptist Church, Dallas, Texas

**Overview:** Royal Lane Baptist Church is seeking a highly organized and mission-driven individual to serve as our **Office Administrator & Prophetic Leadership Program Coordinator**. This dynamic role combines essential administrative responsibilities with the coordination of an innovative prophetic leadership program, making you a vital connection between church staff, the congregation, and program participants.

The ideal candidate is a proactive communicator with exceptional organizational and multitasking skills, dedicated to fostering a welcoming and efficient environment. A passion for service and a commitment to supporting the church's mission are essential.

**Key Responsibilities:**

**Office Administration:**

- Serve as the primary point of contact for church visitors, phone calls, and email inquiries.
- Manage church office operations, including maintaining office supplies, equipment, and records.
- Assist in distributing church communications, such as bulletins, newsletters, and announcements.
- Maintain and update church databases (membership, attendance, and event records).
- Coordinate scheduling of church facilities for meetings, events, and services.
- Oversee general office maintenance, ensuring a welcoming environment.
- Provide administrative support for the pastoral team, including background checks, payment processing (for childcare, food services, etc.), and logistical coordination for ministry events.
- Manage and maintain the church calendar, ensuring seamless scheduling and avoiding conflicts across various programs.
- Manage church donations and track contributions while overseeing financial accounting tasks, including processing accounts payable.
- Revise accounting operations, as needed, and in coordination with church accountant, to improve efficiency.
- Receive, validate, and assign appropriate accounting codes to vendor invoices to ensure timely payments.
- Support the church payroll process by providing necessary input to the external accounting team.

**Prophetic Leadership Program (PLP) Coordination and Ministry Support:**

- Collaborate with church ministry leaders to develop, organize, and support initiatives related to the Prophetic Leadership Program (PLP) and other church ministries.
- Assist Senior Pastor in the planning, promotion, and execution of PLP events, including scheduling, logistics, resource management, and communication with participants.
- Recruit, train, and coordinate volunteers to support the PLP and other church programs, ensuring effective engagement and participation.
- Offer strategic and administrative support for special ministry initiatives that align with the church's mission and the PLP's vision.

**Qualifications:**

- Proven experience in office administration or coordination, preferably in a church or nonprofit environment.
- Strong organizational and time-management skills, with the ability to prioritize and handle multiple tasks simultaneously.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and experience with church management software (e.g., Planning Center, Breeze, Realm).
- Experience in bookkeeping, receiving payments, processing invoices, and managing accounts payable.
- Familiarity with or ability to learn financial technology solutions.
- Strong commitment to financial integrity and confidentiality.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong interpersonal skills and the ability to work collaboratively with staff, volunteers, and congregation members.
- A heart for service and a passion for supporting the church's mission and ministries.
- Experience in event planning and volunteer management is a plus.
- A strong commitment to the mission and values of Royal Lane Baptist Church.

**Education and Experience:**

- High school diploma or equivalent required; associate or bachelor's degree in business administration, ministry, or a related field preferred.
- 2+ years of experience in office administration or ministry coordination preferred.

**Physical Requirements:**

- Ability to lift and carry up to 25 lbs.
- Must be able to sit for extended periods and perform office-related tasks.

**How to Apply:** Interested candidates should submit a resume, cover letter, and three professional references to [vpowers@royallane.org](mailto:vpowers@royallane.org) by March 31. Please include "Church Office Administrator and Prophetic Leadership Program Coordinator" in the subject line.

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This role offers a unique opportunity to serve in both administrative and ministry leadership capacities, making a significant impact on the daily operations and outreach of Royal Lane. If you are passionate about helping others and contributing to the success of a vibrant church community, we would love to hear from you!