

Christ Community Church Job Description

Office Administrator

10/16/2025

Who We Are: We are an evangelical and reformed church and part of the Presbyterian Church in America.

What We Do: We exist to lead others to Christ and to make mature disciples as we exalt God's glory, equip God people, and extend God's kingdom.

Who We Hire: We are seeking people who share our vision and values and who serve the Lord wholeheartedly.

Position: Office Administrator

Reports to: Director of Operations

Scope of Position: Serve as the welcoming face and voice of Christ Community Church as a first contact with new attendees and fulfill a wide variety of administrative tasks that support the church, its staff, and its members.

Spiritual Requirements:

- Walk closely with Jesus, pursuing deep relationship with him through personal worship, prayer, and growth opportunities.
- Attend worship regularly and pursue discipleship and accountability through Bible studies and other opportunities provided through the church and set a godly example inside and outside the church.
- Seek to grow and develop skills and passion for ministry through books, resources, training, etc.

Core Job Responsibilities:

- Answer phones and serve as a welcoming presence at CCC.
- Serve as first contact for congregants and visitors.
- Send visitor follow-up communication, connect visitors to staff, and track newcomers through an assimilation process.
- Assist with communications to all volunteers, employees, and officers as needed.
- Schedule newcomers' classes, communicant's classes, new member interviews, and baptisms.
- Provide regular Senior Pastor support by completing a wide range of administrative duties and projects.
- Assist staff, Elders, Deacons and Ministry Leaders with administrative duties and projects.
- Maintain general office organization including maintaining church records and office supplies.
- Assist in communication within the church and outside the church.
- Produce weekly E-newsletter, worship service slides, and the weekly 1st and 2nd service bulletins,
- Assist with tech support in monitoring and updating website.
- Maintain church membership rolls.

Other Duties

- Regularly attend and participate in staff meetings.
- Meet regularly with the Senior Pastor.

Educational and Experience Requirements:

- Experience: Two years of successful experience in an administrative support or office management role.
- Education: A high school diploma with some post-high school education preferred.

Other Requirements:

- Must be well organized and possess excellent communication skills.
- Must have knowledge of basic office equipment, computers, and software, and have the ability to learn specific tools like Church Planning Center.

Hours: Part-Time (about 25 hours per week)

Compensation Range: [To be determined]

Hiring Statement: We reserve the right to deny or end employment for any candidate or employee whose beliefs and/or lifestyle are in conflict with the teachings or values of Christ Community Church. An overview of our beliefs and values can be found at:

<https://www.christcommunitycarmel.org/about/about-us/>.