



## MILL CITY CHURCH JOB DESCRIPTION

<b>TITLE:</b>	Part Time Church Administrator
<b>REPORTS TO:</b>	Operations Manager
<b>RELATES COLLABORATIVELY WITH:</b>	Mill City Staff
<b>HOURS &amp; COMPENSATION:</b>	18-20 hrs per week- Sunday hours required; \$12-16 per hour
<b>OBJECTIVE:</b>	To execute administrative responsibilities, along with coordination of Sunday morning Worship services for the staff and leaders to ensure the church has the ability to live out and lead the mission of loving the community in the name of Jesus.

*Mill City Church is seeking a person who embraces the vision and mission of MCC and is detail oriented, organized, and driven to serve as the church administrator. The church administrator provides assistance in the weekly functioning of the church by assisting of the events/programs/worship service, weekly communication, Sunday morning operations coordination, and various administrative functions as needed.*

### QUALIFICATIONS

- Actively maintain an intimate, personal relationship with Jesus Christ
- Embrace the mission, vision and values of Mill City Church
- Agreement with the statement of faith and Membership Covenant of Mill City Church
- Detail oriented and organized
- High School Diploma or equivalent, additional education or training preferred
- Knowledge of Microsoft Office, Excel, and general computer skills
- Ability to learn new technology quickly and efficiently
- Effective communication and time management skills
- Ability to multitask and handle potentially stressful situations calmly and appropriately
- Must be responsible and dependable with information and responsibilities
- A team player with a humble and teachable spirit
- Ability to lift 40 lbs as needed

### GENERAL RESPONSIBILITIES

- Maintain programming related sections of the website
- Maintain Mill City Church and Mill City Commons weekly calendar
- Assist in coordination of all aspects of event/program as delegated
- Process connection cards update church database accordingly
- Pull reports as needed in Church Community Builder database
- Send welcome emails to newcomers, making phone calls as needed
- Edit and upload sermon to podcast and social media platforms
- Inventory supplies for the Mill City Commons
- Pursue high standards of integrity and communication in all relationships associated with position

### SUNDAY COORDINATOR RESPONSIBILITIES

- Maintain inventory for Sunday morning supplies
- Pick-up and deliver supplies from The Mill City Commons to go to Sheridan Elementary for worship
- Lead the initial setup
- Welcome The Crew Team upon arrival
- Provide direction and oversee setup process working alongside the team members answering questions as they arise
- Provide support for the worship service and Family Life team
- Ensure teardown is complete and to standard
- Be in communication with staff of any issues, concerns that may arise

*These responsibilities are a general overview of the job duties and may be changed or added to as the need may arise.*