



FULL-TIME CHURCH ADMINISTRATOR

Trinity United Methodist Church

1100 Lake Dr. SE, Grand Rapids, MI 49506

www.grtumc.org | 616.456.7168

ABOUT US

Trinity United Methodist Church is a progressive neighborhood congregation that is intentionally serving the people of Grand Rapids. Our vision is to proclaim, share and live the radically inclusive love of Jesus Christ as we become a church without walls.

Trinity celebrates the diversity of the human community, and affirms the sacred worth of each person as a recipient of God's love and grace. As disciples of Jesus Christ, we declare ourselves to be an open and inclusive congregation, and welcome into full participation all persons regardless of gender, race, national origin, physical or mental ability, sexual orientation, gender identity, age, marital status or economic condition.

POSITION DETAILS

Date Posted:	March 2024
Title:	Church Administrator
Position Type:	Full-Time 34 Hours a Week
Rate:	\$25,000-\$35,000 per year (Based on Experience)
Benefits:	Pension, Health Benefits Stipend, Paid Vacation, and Holidays
Schedule:	Required Hours – Monday to Thursday 9am - 4pm Hours can be flexible for the right candidate taking into consideration school schedules for children, childcare needs, etc. Hours occasionally include evening & weekend meetings or social events.

POSITION SUMMARY

Trinity United Methodist Church is seeking a Church Administrator. The right candidate will be committed to long-term service, be comfortable in a fluid environment, self-motivated, and a team player. This role is an opportunity to significantly impact the lives of our church members and community. This position also gives the candidate opportunities for creativity and self-growth.

Working with our staff and congregation, the Church Administrator will encourage unity, growth, love, and service in the Spirit of Jesus Christ, celebrating diversity, and affirming the sacred worth of each person as a recipient of God's love and grace.

The Church Administrator is responsible for:

Dynamic Communication and Outreach: Spearhead vibrant church communications by preparing monthly newsletters, managing mailings, updating the website, and overseeing social media platforms. Engage with the congregation and community through effective, personal and digital interactions.

Administrative Leadership: Serve as the primary contact for mail, calls, and visitors, embodying the welcoming spirit of our church. Manage the church calendar, database, and event scheduling, ensuring a seamless operation of church activities and member engagement.

Strategic Support for Church Staff and Leadership: Collaborate closely with the Pastor and church staff, providing essential support on projects, membership management, and leadership initiatives. Act as a pivotal liaison for staff, enhancing team communication and project coordination.

Congregational Care Coordination: Be at the heart of congregational support, conveying care concerns to the pastor and congregational care team (Caring Friends), managing prayer requests, and keeping the community connected and informed. This role will amplify the church's ministries of care and connection.

Operational Excellence and Facility Management: Oversee church office operations, including supply management, maintenance of office equipment, and coordination of building use. Ensure the church's physical spaces are welcoming and well-maintained, supporting a variety of church and community events. Assist with basic financial tasks like submitting payroll numbers to our accountant. Efficiently manage office and hospitality supplies, contributing to the church's responsible resource use.

Technical Proficiency and Support: Maintain and troubleshoot minor technology issues in the church office. For major issues you coordinate with our outside IT contractors.

Volunteer and Staff Management: Lead and inspire a team of volunteers and staff, fostering a culture of teamwork and service. Manage recruitment, scheduling, and coordination of volunteers, ensuring a welcoming atmosphere for all church activities.

Event and Worship Planning Support: Coordinate with and support program staff in executing church events, strategic planning, and the planning of special services (Memorial Services, All Saints, Holy Week, etc.). Your organizational skills will facilitate meaningful worship experiences and church gatherings.

Continuous Learning and Growth: Embrace opportunities for personal and professional development, with a willingness to learn new skills, such as graphic design and advanced communication strategies. Your growth mindset will contribute to the dynamic and evolving mission of our church.

QUALIFICATIONS

Education: Minimum – High School Graduate
Preferred – College Degree

Technology: Proficient in Microsoft Office Suite & Other Tech/Media Platforms
Willingness & Ability to Learn Church Specific Software

TO APPLY

Submit cover letter and resume electronically to:
Pastor Mike Desotell at m.desotell@grtumc.org

Materials can also be mailed or dropped off to:

Trinity United Methodist Church
Attn: Pastor Mike Desotell
1100 Lake Dr. SE, Grand Rapids, MI 49506

Resume reviews will begin immediately and will continue until a suitable candidate is found.