



5.8.26

## **Administrative Coordinator**

Woodburn Missionary Church

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ROLE TITLE: Administrative Coordinator

TYPE OF ROLE: Part-Time (Approximately 30 hours per week)

REPORTS TO: Executive Director

APPROVED BY: Elder Body

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### **POSITION SUMMARY**

The Administrative Coordinator provides administrative, communication, organizational, and operational support for the ministries and daily functions of Woodburn Missionary Church. This role exists to support the mission of the church by maintaining effective office systems, coordinating communication efforts, supporting staff and ministry leaders, and helping ensure the church operates efficiently and professionally.

This is a part-time administrative role requiring significant coordination of church communications, office systems, scheduling, recordkeeping, and operational support. The scope and complexity of the position—spanning office management, communication systems, facilities coordination, ministry scheduling, database management, and staff support—necessitate a position primarily focused on administration and organizational management.

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### **KEY JOB RESPONSIBILITIES AND FUNCTIONS**

What the Administrative Coordinator does and is responsible for

#### **1. MANAGING OFFICE OPERATIONS**

- Answer and screen incoming calls and route inquiries appropriately.
- Take messages and provide timely communication follow-up when needed.
- Manage incoming and outgoing mail correspondence.
- Maintain an orderly, clean, and organized office environment.
- Develop and maintain organized filing systems and administrative records.

- Maintain confidentiality regarding church records, staff information, and sensitive matters.
- Manage office supply inventory and coordinate purchasing as needed.
- Provide administrative support to church staff and ministry leaders.

## 2. MANAGING CHURCH SCHEDULING AND ADMINISTRATIVE SYSTEMS

- Maintain and oversee the church calendar and scheduling systems.
- Coordinate facility scheduling for ministries, meetings, events, and church activities.
- Account for church-wide events, ministry schedules, appointments, and religious holidays.
- Coordinate scheduling needs with ministry leaders and church staff.
- Ensure scheduling communication remains accurate and up to date.
- Provide timely updates regarding scheduling changes or conflicts.
- Maintain administrative systems necessary for effective church operations.

## 3. OVERSEEING CHURCH COMMUNICATIONS

- Publish and distribute church bulletins in electronic and/or printed formats.
- Maintain and update the church website with sermons, events, announcements, and ministry information.
- Manage church social media platforms and digital communications.
- Coordinate content for Sunday service pre-roll announcements and presentation slides.
- Work with the Director of Worship and Expression to develop graphics and communication materials for services and events.
- Ensure communication materials are accurate, timely, and aligned with church values.
- Keep the congregation informed of upcoming events and ministry opportunities through appropriate communication channels.

## 4. MAINTAINING DATABASES AND RECORDS

- Enter and maintain visitor and congregational information within church database systems.
- Track attendance and maintain accurate ministry records.
- Send notices, acknowledgements, and correspondence for important dates and ministry follow-up.
- Maintain records needed for future ministry planning and reporting.
- Organize and securely maintain administrative documentation.
- Assist church leadership with reporting and documentation needs as requested.
- Maintain staff files and other confidential church records.

## 5. SUPPORTING FACILITIES, TECHNOLOGY, AND OPERATIONS

- Coordinate outside contractors or volunteers for repairs and maintenance projects.
- Assist in coordinating IT support and technology-related needs.
- Help maintain church office technology and communication systems.
- Support operational needs related to church events and ministry functions.
- Ensure church administrative resources remain functional and organized.
- Assist staff and ministry leaders with operational support needs.

## 6. SUPPORTING STAFF, LEADERSHIP, AND MINISTRIES

- Coordinate activities with other ministries in cooperation with the Executive Team.
  - Attend regular staff meetings, Executive Team meetings, and other required meetings.
  - Meet regularly with the Executive Director for communication, direction, and accountability.
  - Provide timely and accurate schedules of activities to church leadership and staff.
  - Refer unusual circumstances or pastoral concerns to the Campus Pastor when appropriate.
  - Perform additional duties as requested by the Executive Director.
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### **KEY AREAS TO BE MANAGED AND OVERSEEN**

#### OFFICE ADMINISTRATION

- Church office management
- Filing systems and recordkeeping
- Office supply inventory and purchasing
- Administrative support for staff and ministry leaders
- Confidential staff and church records

#### COMMUNICATIONS MANAGEMENT

- Church bulletins
- Website management
- Social media communication
- Sunday service announcements and presentation support
- Congregational communication systems

#### CHURCH SCHEDULING AND RECORDKEEPING

- Church calendar management
- Facility scheduling
- Visitor and attendance databases
- Ministry records and reporting
- Administrative documentation

#### FACILITIES AND OPERATIONS SUPPORT

- Coordination of repairs and maintenance
- IT and technology coordination
- Vendor and contractor communication
- Operational ministry support

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## **TIME ALLOCATION AND ROLE STRUCTURE**

Given the scope of responsibilities, this position requires a part-time commitment with responsibilities distributed approximately as follows:

**Administration & Office Management – 45%**

Office systems, filing, scheduling, recordkeeping, communication management, and administrative support.

**Communications & Information Management – 30%**

Bulletins, website management, social media, announcements, and congregational communication.

**Operations & Facilities Coordination – 15%**

Facilities support, contractor coordination, IT support, and operational oversight.

**Staff Support & Ministry Coordination – 10%**

Meeting participation, ministry coordination, and leadership support.

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## **GENERAL RESPONSIBILITIES**

- Participate regularly in the worshiping life of Woodburn Missionary Church.
- Attend staff and Executive Team meetings as required.
- Meet regularly with the Campus Pastor for accountability and alignment.
- Operate within the policies and governance structure established by the Elder Body.
- Maintain consistent office presence and accessibility to congregants, volunteers, staff, and leadership.
- Coordinate ministry efforts with other church departments to promote unity across the church body.
- Be familiar with and operate within the guidelines established in the Woodburn Missionary Church Policy Manual.
- Respect the organizational authority of Woodburn Missionary Church and the biblical authority of the Elder Body.