



VALLEY BIBLE FELLOWSHIP

719-581-7572 | valleybiblefellowship.net
116 Hermit Lane, Silver Cliff, CO

Church Administrator Job Description

Responsibilities include but are not limited to:

- Edit and post weekly sermons
- Manage the online storage of past sermons
- Send emails to the church body as needed
- Collect information for, design, print, and stock monthly bulletins
- Gather and distribute employee time reports to the Bookkeeper
- Gather and distribute the staff quarterly reports to the leadership
- Purchase needed office supplies and ensure printer/copier is working
- Maintain the church's website
- Maintain the church's Facebook page
- Maintain and update the online directory
- Gather mail weekly from the post office and distribute accordingly
- Check the church's Google Voice account and distribute messages accordingly
- Print and stock prayer request cards as needed
- Assist and take minutes at the annual meeting and any special meetings
- Assist various staff and ministries as needed
- Assist in the planning and organization of funerals, memorial services, and weddings as needed
- Be flexible enough to take on additional responsibilities that are appropriate to the position and the time commitment

This is a paid position with the following conditions:

- Applicant must be a member of Valley Bible Fellowship in good standing
- Approximate time investment averages 4-8 hours per week
- The administrator will report directly to the Senior Pastor
- The position will require much communication with all the individual ministry areas and church staff. It is not a decision-making or policy-setting position, but an administration, organization, and communication position

To inquire about the position, please contact the elders:

Andy Gifford: giffordar@yahoo.com

Jim Silver: jjsilver@fastmail.com