

Church Administrator

Organization: Newnan City Church

A congregation of the Free Methodist Church

Location: Newnan, Georgia

Position Type: Full-Time

Reports To: Senior Pastor

About Us

Newnan City Church is a vibrant community with approximately 500 members in Newnan, Georgia. We are in an exciting season of growth as we are preparing to move into our new church facility in Q4 of this year.

Our Mission:

We believe that a transformed life comes from prioritizing these three main pillars of faith: **Worship**, **Community Groups**, and **Community Outreach through Local Missions**.

Position Overview

We are seeking a highly organized and proactive Church Administrator to provide comprehensive administrative support across our entire church organization. This role is critical during our transition to our new facility and will serve as the organizational backbone for our pastoral staff, worship team, and building committee.

Primary Responsibilities

General Administrative Support

- Serve as the primary administrative point of contact for the Senior Pastor, Associate Pastor, worship leaders, and support staff
- Facilitate daily church operations, administration and facility needs
- Manage church calendars, schedule meetings, and coordinate communications across the ministry team
- Prepare correspondence, reports, and presentations as needed
- Maintain organized filing systems for church records, both physical and digital

Human Resources

- Manage staff personnel files with strict confidentiality
- Onboarding, payroll (with outside payroll processor), vacation/PTO tracking
- Cultivate and manage policy and procedure for staff, finances and facility
- Provide HR related support to Sr. Pastor and Church Board

Building Transition & Relocation Support (Q3-4 Focus)

- Provide administrative support to the building committee throughout the construction completion phase
- Assist in coordinating furniture procurement, including obtaining quotes, tracking orders, and managing vendor relationships
- Create and maintain detailed inventories of existing equipment and furnishings to be relocated
- Develop and track moving timeline, coordinating with staff and volunteers
- Schedule and document walkthroughs, inspections, and punch-list items for the new facility
- Organize packing, labeling, and logistics for the physical move
- Coordinate setup and layout planning for the new building spaces

Ongoing Church Operations

- Support Sunday service preparation and special events coordination
- Maintain church database and membership records
- Point of contact for Church access and safety systems
- Order and maintain office and ministry supplies
- Maintain and update policies and procedures
- Oversee church maintenance, vendors and accounts

Qualifications

Required:

- 3+ years of administrative experience, preferably in a church, nonprofit, or multi-person office environment
- Excellent organizational and time management skills with ability to prioritize multiple demands
- Strong written and verbal communication abilities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with project coordination or event planning
- Ability to maintain confidentiality and exercise discretion
- Professional demeanor with strong interpersonal skills
- Flexibility to occasionally work evenings or weekends during key ministry events or building transition phases

Preferred:

- Experience with church management software
- Familiarity with facility moves or office relocations
- Previous work in a faith-based organization
- Knowledge of vendor management and procurement processes

Personal Attributes:

- Committed Christian faith with alignment to our church's mission and values
- Servant-hearted attitude and team player mentality
- Detail-oriented with strong follow-through
- Calm under pressure and adaptable to changing priorities
- Self-motivated with ability to work independently

What We Offer

- Competitive salary commensurate with experience
- Opportunity to be part of a historic season of growth and transition
- Supportive, collaborative work environment
- Professional development opportunities

To Apply

Please submit your resume, cover letter, and three professional references to admin@newnancity.org by end of business Friday, February 27th. In your cover letter, please share briefly about your faith journey and why you're interested in serving in this role.

Newnan City Church is an equal opportunity employer and welcomes applicants from diverse backgrounds.

This job description may be adjusted to meet the evolving needs of the church and building transition project.