



CHURCH ADMINISTRATOR

JOIN OUR TEAM AND GROW WITH US! RENTON BIBLE CHURCH – RENTON, WASHINGTON

August 2025 marked 90 years of ministry at Renton Bible Church and a decade of revitalizing work that God has been doing in our midst. The result has been an expansion both in our church building and our kingdom impact, leading us to seek a part-time church administrator to support the work of ministry at RBC.

Position Summary:

The Church Administrator at RBC is responsible for the effective administration of the church office while supporting the mission and ministries of the church. This role focuses on day-to-day administrative operations, volunteer support and coordination, and oversight of various programs and events. The Church Administrator may also provide occasional shepherding assistance, as deemed appropriate based on calling and gifting. This position ensures that the programs and ministries of RBC are handled efficiently, accurately, and in alignment with the church's biblical values and mission.



Part-Time, 24-40 hours a week, with regular office two to four days a week, plus Sundays and occasional evening/weekend activities

Pay Range: \$23-27 an hour (depending on experience) + Paid Vacation, Sick Leave and Holidays

Email: pastordan@rentonbiblechurch.org

Key Responsibilities

Office Management

- Manage day-to-day administrative functions of the church office
- Maintain organized and accurate church records and documentation
- Order office and ministry supplies as needed
- Prepare, distribute, and support church and ministry communications

Program and Event Oversight

- Coordinate and provide oversight for church programs/special events, like:
 - Harvest Carnival
 - Vacation Bible School (VBS)
 - Christmas Program
 - Women's Ministries
- Support ministry leaders with planning, logistics, and execution of events



Communication

- Manage and maintain the church calendar
- Answer phone calls and respond to general inquiries
- Update and maintain church website content
- Serve as a liaison between church staff, leadership, volunteers, and the congregation

Facilities Management

- Coordinate maintenance, repairs, and security of church buildings and grounds
- Communicate with service providers and volunteers regarding facility needs
- Help ensure facilities are safe, prepared, and welcoming

Volunteer Coordination

- Assist in recruiting, organizing, and scheduling volunteers for church ministries and events
- Support ministry leaders with volunteer communication and coordination
- Encourage a culture of service and engagement within the church body

Shepherding Support

- Depending on calling/gifting, offer biblical encouragement, prayer, and counsel on a case-by-case basis
- Support pastoral staff in caring for the congregation as needed

Qualifications and Skills

- Strong organizational, administrative, and time-management skills
- Proficiency with computers, common office technology, and Microsoft Office products
- Ability to learn and use church management software and website tools
- Excellent written and verbal communication skills
- Ability to manage multiple tasks with accuracy, confidentiality, and discretion
- Experience working with volunteers and ministry teams preferred
- Alignment with RBC's mission, beliefs, and values
- A servant-hearted, flexible, and collaborative attitude
- Regular attendance as a member of the Renton Bible Church Family!



If you think God may be leading you to pursue this role, please email pastordan@rentonbiblechurch.org.