

OFFICE ADMINISTRATOR

St. Matthew's United Methodist Church | Madison, Mississippi

St. Matthew's United Methodist Church is seeking a full-time Office Administrator to join our church staff and help support the ministry and mission of our congregation.

The Office Administrator serves as a welcoming and professional presence in the church office while providing essential administrative support to pastors, staff, ministry leaders, volunteers, and the congregation. This position is ideal for someone who is organized, dependable, personable, detail-oriented, and enjoys helping people.

The Office Administrator will work closely with the Associate Pastor and church staff to ensure that the day-to-day administrative needs of St. Matthew's are handled efficiently and that our ministries have the information, materials, and support they need to serve our congregation and community.

Key Responsibilities

Office Administration

- Serve as the primary administrative and welcoming presence in the church office.
- Welcome visitors, answer phones, direct inquiries, and respond to congregational and staff needs.
- Provide administrative support to pastors, staff, ministry leaders, and volunteers.
- Prepare documents, presentations, handouts, mailings, and other materials.
- Maintain office supplies, equipment, records, databases, and administrative systems.
- Help maintain an organized, welcoming, and professional church office.

Congregational Records & Member Support

- Maintain accurate membership and congregational records.
- Record and maintain information related to new members, visitors, baptisms, births, deaths, confirmations, and attendance.
- Prepare information needed for the United Methodist Annual Conference, Charge Conference, and statistical reporting.
- Assist with first-time visitor follow-up and other communications with members and guests.
- Prepare memorial and honorarium cards, baptism materials, baby Bibles, new-baby greetings, and related materials.

Church Calendar & Facilities

- Maintain the church-wide calendar and coordinate use of church rooms and facilities.
- Schedule outside groups, church activities, and nursery needs.
- Maintain church bus and van schedules.
- Coordinate recurring administrative and logistical needs for ministries and events.
- Maintain the flower calendar and coordinate related Sanctuary flower needs.

Worship & Ministry Support

- Provide administrative support for weekly worship services and ministry activities.
- Prepare and assemble worship bulletins and announcement sheets.
- Prepare weekly mailings and ministry materials.
- Assist with children's ministry materials and other church programs.
- Coordinate administrative needs for Wednesday Night Live, including reservations, lists, and food orders.

Communications & Teamwork

- Work collaboratively with the church's Communication Ministry Architect and church staff.
- Provide accurate schedules, announcements, photographs, and other information needed for church communications.
- Help ensure that calendars, printed materials, announcements, and digital communications are accurate and consistent.
- Work collaboratively with pastors, staff, volunteers, ministry leaders, committees, and congregation members.
- Maintain confidentiality and exercise good judgment when handling sensitive church and congregational information.

What We're Looking For

The ideal candidate will:

- Demonstrate a commitment to Christ and the ministry of the Church.
- Have excellent verbal, written, interpersonal, and customer-service skills.
- Be organized and able to prioritize multiple responsibilities and deadlines.
- Be comfortable working with computers and technology.
- Have strong attention to detail.
- Be able to work collaboratively as part of a team.
- Demonstrate good judgment and the ability to maintain confidentiality.
- Be comfortable working in a busy environment with changing priorities.
- Have a professional, positive, and welcoming demeanor.
- Share the vision and values of St. Matthew's United Methodist Church.

Qualifications

- **College degree preferred.**
- **Two years of experience** in office administration, administrative support, or a related field preferred.
- Proficiency with **Microsoft Office and Google Workspace** preferred.
- No license or certification required.

Position Details

Position: Office Administrator

Church: St. Matthew's United Methodist Church

Location: 7427 Old Canton Road, Madison, MS 39110

Reports to: Associate Pastor

Status: Full-time, salaried, non-exempt

St. Matthew's United Methodist Church is an equal opportunity employer. The church provides equal employment opportunities to employees and applicants in accordance with applicable federal, state, and local laws. The complete position description includes the church's stated consideration of candidates who are members of the United Methodist Church or who embrace United Methodist doctrine, to the extent permitted by law. Office Administrator 2026.docx ...

How to Apply

Interested candidates should submit a **resume and brief cover letter** describing their interest in the position and their experience in administrative or church-related work.

Submit applications to:

jobs@stm-umc.org