

Church Administrator – the First Presbyterian Church of Hastings, MI is seeking a qualified and experienced candidate to be its Church Administrator. This is an established Part-Time position – typical work week is M-T-W, 8:00 – 2:00, with flexibility. The position’s purpose and ministry is to provide administrative functions so that the pastor and ministry staff can concentrate on providing ministry. The desired successful candidate will oversee staff administrative functions; Human Resource functions; have oversight of physical plant functions; have oversight of technology systems; manage staff communications; assist in the preparation of the annual budget; and oversee proper money management procedures. Key skill sets include: having a servanthood leader’s heart; conflict management skills; strong communication and listening skills; business application and technology skills; highest level of integrity; and ability to keep confidences. Key attributes: have a personal, committed relationship with Jesus Christ. Related experience in formal church setting desired; past supervisory experience required; bachelor’s degree desired. Hourly rate negotiable, dependent upon experience. If interested, send a one-page cover letter and your resume to jday@firstchurchhastings.org You are welcome to request a copy of the job description by email. The First Presbyterian Church of Hastings is located at 405 N. M-37 Hwy, Hastings, MI 49058.