



OFFICE ADMINISTRATOR

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| Classification: | Full-time, hourly (40 hours/week) |
| Reports to: | Senior Pastor & Director of Operations |
| Location: | Silver Spring, Maryland |
| Contact: | jobs@spencervillechurch.org |

ABOUT US

Spencerville Seventh-day Adventist Church is a vibrant, mission-driven congregation in Silver Spring, Maryland, committed to knowing Jesus and making Him known through worship, discipleship, community service, and everyday mission. Our team is collaborative, passionate, and deeply invested in the people we serve.

ABOUT THE ROLE

We are looking for a highly organized, ministry-minded professional to serve as the central hub of our church office. This role provides high-level support to the pastoral team, keeps our administrative systems running smoothly, and helps create a warm and welcoming environment for our members and guests. This is the ideal role for someone who thrives behind the scenes, anticipates needs before they become problems, and finds genuine meaning in supporting a mission larger than themselves.

WHY WORK AT SPENCERVILLE?

At Spencerville Seventh-day Adventist Church, you'll hold a key role in a team that genuinely cares for one another and takes the mission and Great Commission of Jesus seriously. This is a place where excellence is seen as an extension of ministry; where the work we do directly supports the spiritual growth and community impact of a congregation that is passionate about Jesus and the people He loves (which is everyone).

KEY RESPONSIBILITIES

ADMINISTRATIVE SUPPORT

- Manages the church calendar and processes incoming staff scheduling requests, serves as the primary point of contact for all inbound communications, prioritizing, routing, and responding as needed.



- Prepares agendas, takes notes, and tracks action items for staff meetings and retreats.

OFFICE, FACILITY, AND EVENT OPERATIONS

- Oversees day-to-day office operations, including reception, vendor relationships, and routine facility coordination.
- Maintains the church's master calendar and provides administrative logistics support for worship services, holiday programs, and major church events.
- FUTURE: Supervises office procedures and coordinates front-desk volunteer scheduling and training once the new church building is occupied.

COMPLIANCE AND RECORDS

- Administers the church's volunteer background check and compliance tracking system, maintaining confidential records and communicating with ministry leaders regarding renewals.
- Maintains accurate membership records, directories, and ministry rosters, including processing membership transfers, in accordance with denominational guidelines.
- Coordinates weekly bulletin production and assists with basic digital communications and website content updates.

FINANCIAL SUPPORT

- Processes invoices and expense reimbursements in coordination with Treasury, assisting with budget monitoring and giving-related correspondence.

THE IDEAL CANDIDATE

EXPERIENCE AND SKILLS

- Proven experience in office administration or executive support, ideally in a church, ministry, or nonprofit setting.
- Proficient in Microsoft Office and Google Workspace
- Familiar with Planning Center Online or similar church management software
- Experience with basic financial administration and invoicing preferred
- A working knowledge of Canva or Adobe Creative Cloud is a plus.

STRENGTHS AND CHARACTER

- Exceptionally organized and self-directed; able to juggle competing priorities, following through reliably, with minimal oversight. Anticipates needs before they surface.
- An excellent written and verbal communicator with strong attention to detail and a high degree of accuracy.



- Mature judgment and the ability to handle sensitive pastoral, member, and financial information with strict confidentiality.
- Warm, hospitable, and solutions-oriented in a dynamic, interruption-prone, people-centered environment.

SPIRITUAL COMMITMENT

- A committed Seventh-day Adventist in good and regular standing who supports the beliefs, mission, values, and practices of the Seventh-day Adventist Church as defined in the Seventh-day Adventist Church Manual.
- Willing to become a member of Spencerville Seventh-day Adventist Church within six months after hire, as determined by church leadership.
- Demonstrates faithful Christian stewardship and a lifestyle consistent with Christian character and the values of the church, both on and off duty.

EDUCATION

High school diploma required. Associate's or bachelor's degree in business, administration, or a related field preferred, or equivalent professional experience.

CONFIDENTIALITY

The church requires a strict code of confidentiality for information. Employees are prohibited from storing or divulging information outside the church (either in written or electronic form) about any matter of the church's business.

WORK SCHEDULE

This is a full-time, hourly position with standard Monday–Friday office hours. Regular Sabbath/weekend work is not expected, though the role indirectly supports weekend worship. Occasional evening hours may be required for church events, meetings, or seasonal ministry needs. Attendance at an annual staff offsite retreat is requested.

PHYSICAL REQUIREMENTS

This position primarily requires sitting and performing close visual work. Must be able to see, read, speak, and hear. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, or carrying of items weighing up to 15 lbs. may be required.



WORK CONDITIONS

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. The work area is well-lit and well-ventilated. Position does not typically require travel.

COMPENSATION

The range for this position is \$26.65 - \$33.00 per hour.

BENEFITS

Retirement, Vacation, Healthcare, Basic Group Life, and Long-term Disability coverage. There are also voluntary benefits available that are employee-paid through payroll deduction.

ELIGIBILITY

All candidates must be eligible to work in the United States.

The above statements describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform other duties as required.

***EQUAL EMPLOYMENT OPPORTUNITY:** The Chesapeake Conference of Seventh-day Adventists®, as the hiring entity and parent organization for the Spencerville Seventh-day Adventist Church, is an equal opportunity employer that does not discriminate in employment policies and practices on the basis of race, national origin, gender, color, age, marital status, disability, or any other basis prohibited by law. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling law, and it, therefore, reserves the right to give preference to Seventh-day Adventist Church members in regular standing.*