



Wellspring Congregation
3578 Sweeten Creek Road
Arden, NC 28704

Wellspring Congregation is an inclusive United Methodist Church and a member of the Reconciling Ministries Network (RMN). Wellspring is seeking to hire a part-time administrative coordinator who shares our vision of inclusivity and welcome to ALL.

The job is anticipated to be between 10 to 15 hours per week with an expectation that over time it will grow to 20 hours or more. The rate of pay for a fully qualified candidate is \$20.00 per hour. Hours are flexible and the job can primarily be performed remotely with attendance occasional at meetings at the church location. Weekly meeting with pastors at the church is expected.

The individual hired in this position will report directly to the Senior Pastor and will work in collaboration with the Associate Pastor and the Leadership Team. This individual will also work closely with the Finance Team.

The primary focus of work for an admin at Wellspring falls into the following categories:

Communications (Content provided by the Pastors)

- Weekly eNewsletter (MailChimp)
- Social Media Posts (Facebook and Instagram)
- Special communications or campaigns (Mailchimp or Gmail)
- Email reminders for classes and small groups as directed by instructor / facilitators
- Notify Wellspring Leadership of upcoming meetings and distribute meeting minutes

Worship and Special Events Support

- Prepare and print worship bulletins for all services and deliver to the church in a timely manner
- Insure adequate supplies are on-hand (coffee, filters, creamer, snacks, water)
- Maintain the church calendar
- Schedule Building Usage
- Set up registration for classes and small groups
- Volunteer coordination and event signup

Financial

- Mail pickup and processing
- Budget reporting in coordination with the Church Finance Chairperson
- Weekly deposit
- Prepare and distribute giving / donation reports
- Giving Statements
- Gift Acknowledgement (following a defined process)

Data Management

- Keep membership roles up to date
- Maintain contact lists
- Record donations in Planning Center to maintain records for giving statements



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Wellspring uses Google Workspace for collaboration, communication and file storage; Planning Center for Church Management including financial and data management; and MailChimp for eNews and special campaigns. The candidate for this position must have excellent skills in working within systems and processes in a collaborative manner. Google Workspace certification is a plus.

The candidate for this position should also have a creative eye for making appealing and engaging communications and collateral material.

Other required qualifications:

Self starter, Tech savvy, reliable, attention to detail, good communication skills, able to work with multiple people in collaboration to meet church goals.

Please send inquiries to wellspringadmin@wellspringcongregation.org