

Job Description

Position: Administrative Coordinator
Revised Date: November 20, 2025
Reports To: Pastor, Shepherding
Employment Status: Full Time
FLSA Status: Exempt
Hourly Requirements: 40 Hours Per Week
Location: Living Word, Red Lion, PA – On-site



Position Summary:

Supports Living Word's congregational care, spiritual growth, and engagement initiatives by providing excellent administrative, communication, and logistical support. This role requires strong organizational skills, attention to detail, and the ability to manage pastoral and congregational requests with care, hospitality, and professionalism. The coordinator ensures timely communication, maintains accurate ministry records, and assists Pastors in planning and executing programs, classes, and events.

Key Responsibilities:

1. Administrative Support and Data Management

- Manage ministry calendars, scheduling events, meetings, and reminders
- Maintain ministry documentation, forms, rosters, and databases with accuracy
- Create and update event registrations, attendance, and follow-up processes
- Prepare materials for classes, meetings, pastoral care, and ministry gatherings
- Make purchases and track budget for ministry expenses

2. Communication, Follow-Up and Coordination

- Draft and distribute ministry communications, reminders, follow-up emails, and pastoral updates
- Ensure timely response to congregational inquiries and pastoral care requests.
- Post prayer requests to the digital prayer wall and prepare weekly pastoral recap reports.
- Coordinate with Communications on requests, website updates, and promotional needs.

3. Program and Event Logistics

Supports ministries including (but not limited to): Membership, First Steps, Alpha, Pastoral Care, Lingering Prayer Team, Spiritual Mentoring/Formation, and Leadership Development classes.

- Schedule classes and events in database and LWCC events calendar
- Create rosters, name tags, hospitality setups, and class materials
- Prepare and manage class follow-up (applications, attendance, and next steps)
- Coordinate new member onboarding tasks, including bios, vouchers, attendance service selection, and database updates
- Order, organize, and restock ministry supplies and hospitality materials

- Provide onsite support for ministry events (check-in, materials, hospitality, setup/teardown)

4. Pastoral Care and Congregational Support

- Assist pastors with administrative preparation for weddings, mentoring, and spiritual formation processes.
- Maintain confidentiality while managing sensitive information.
- Help ensure congregational needs are responded to promptly and pastorally.
- Support systems for care requests, mentorship connections, and follow-up processes.

5. Collaboration and Team Participation

- Work collaboratively within a Christ-centered team environment.
- Attend staff meetings, ministry planning sessions, and church-wide administrative initiatives.
- Maintain a proactive, positive, and solutions-oriented approach to ministry and team needs.
- Support ministry leaders with special projects as assigned.

Education and Experience:

- High school diploma required; associate degree preferred
- Prior administrative or office experience strongly preferred

Skills and Attributes:

- Growing relationship with Jesus Christ
- Excellent organizational, administrative, and interpersonal skills
- Strong written and verbal abilities
- Proficiency with office software (Microsoft Office, Teams)
- Friendly, hospitable, and service-oriented
- Self-motivated, proactive, and dependable.
- Ability to maintain confidentiality and demonstrate discretion in all matters
- Commitment to the mission, vision, and values of Living Word

Working conditions:

Subject to frequent interruptions; prolonged sitting or standing; occasional lifting of supplies or equipment. Weekend and evening hours required for ministry events. Occasional deadlines and high-volume ministry seasons may require increased workload.

The above statements are intended to describe the general nature and level of work being performed and are not an exhaustive list of responsibilities or duties. Living Word expects all employees to work in accordance with the LWCC Staff Handbook and church policies. Living Word reserves the right to modify job duties or requirements as ministry needs evolve.