

Do you have a heart for serving Jesus by enabling the ministry and mission of the local church?

Title: Church Office and Mission Administrator

Hours: Part Time (20 hours)

Salary: £13.45 per hour

The Church Office and Mission Administrator plays a key role in supporting the ministry and mission of Fetteresso Church. As the first point of contact for many members of the congregation, visitors and the wider community, the postholder represents the Church in a welcoming, professional and Christ-centred manner. The Administrator provides administrative, communication and organisational support to the Minister, Children and Youth Pastor, Session Clerk and church leadership, enabling the Church to fulfil its worship, pastoral care, discipleship and community outreach. The postholder is expected to work in a manner that actively supports and reflects the Christian ethos, values and mission of Fetteresso Church.

About You.

You are a committed follower of Jesus who enjoys serving others and using your gifts to support God's work. You'll bring warmth, professionalism and excellent organisational and administrative skills as you welcome visitors, communicate with members of the congregation and wider community, and work alongside our Minister, Children and Youth Pastor, Session Clerk and volunteers. You will be someone who naturally reflects the values and witness of the Church in your daily work.

About Us.

Fetteresso Church is a welcoming, all-age congregation in the coastal town of Stonehaven, Scotland. We're a community learning to live out our faith together growing in unity, creativity, and Spirit-led discipleship. We can offer you a prayerful church family, flexibility to shape the role around your gifts and calling, and opportunities to grow and develop your own spiritual life. We believe God is calling us to invest deeply in the next generation, and we're excited to find the person He has prepared for this role.