

## **One Sentence Job Description**

To oversee and execute on the administrative operations of Sunrise Church.

## **Summary**

This position is a part time administrative role, focused on Sunrise Church's mission of making missional disciples for the sake of the neighbourhood. The core role of the Administrative Coordinator is to oversee and execute all areas of administration, from operations, HR, and finance. The applicant will work with the Lead Pastor to ensure efficiency and a standard of excellence across all our administrative requirements.

## **Title**

Administrative Coordinator

## **Reports Directly to**

Lead Pastor Sunrise Church

## **Type of Position**

Part-time contract

July 1st, 2026 - December 31st, 2026\*.

*\*Our hope is to transition the right candidate into a permanent staff role beginning January 1, 2027 (subject to elder approval and budget considerations).*

## **Hours Per Week**

20 hours per week\*

*\*As with all church members and staff, the Administrative Coordinator is encouraged to contribute volunteer time; regular congregational participation (such as community groups) does not count toward paid working hours.*

## **Working Hours**

- Sunday mornings (required)
- Flexible mid-week hours
- Mandatory Sabbath day per week, consisting of a 24-hour period of rest from work related to all aspects of ministry.

## **Compensation** \$23 - \$27/hr.\*

\*Sunrise Church endeavors to compensate employees at a competitive rate and takes into consideration the necessity of living in Vancouver.

## **Vacation**

Three weeks (FTE), plus flex time between Christmas and New Year's. Vacation scheduling is subject to the approval of the Lead Pastor.

1. Vacation is equivalent to 120 hours annually at full-time (40 hrs/week), prorated based on contracted hours and duration. For this role (20 hrs/week, July 1 – December 31, 2026), this equates to 30 hours of vacation. A three-month probationary period applies, during which vacation may not be taken, unless prior arrangements have been agreed upon and included in the contract.
  2. Minimal duties will be required to ensure gatherings between Christmas and New Year's are well planned and executed.
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### **Key Responsibilities/Expectations**

Oversee all aspects of Sunrise Church's administration including but not limited to:

- High level oversight of Sundays/events, volunteers, and service teams
- Financial tracking, bookkeeping, reporting, and stewardship
- Administrative assistance for Sunrise Church Ministries
- Assist in HR & payroll management
- Administration of communications and events
- Coordination and management of 3rd party vendors and suppliers
- Communicate and coordinate with building owners/managers for venue rentals

### **Additional Responsibilities**

Understanding that no area of ministry at Sunrise Church stands alone, and that all team members lead with a passion for the health of the overall church, you will be called upon to serve in other ministry duties from time to time at the discretion and request of the Lead Pastor.

### **Experience and Qualifications**

- Must be a born-again follower of Jesus Christ, having recognized, repented of personal sin, and baptized as a sign of death to self and life in Jesus. His or her life must clearly demonstrate a high level of spiritual maturity.
- Must agree with and uphold Sunrise Church's Mission and Statement of Faith. Must be willing to become a covenant member of Sunrise Church. Must understand and acknowledge that all areas of ministry (Service, Kids, Community Groups, etc.) fit under the umbrella of Sunrise Church's vision and goals.
- Must have a heart for the church of Jesus Christ, a commitment to the mission of Sunrise Church, and a clear sense and passion of God's calling to ministry at Sunrise Church, specifically sensing a call to work with us in an administrative role.
- Excellent communication and interpersonal skills.
- Strong organizational and administrative skills.
- Ability to multitask and manage details with excellence.
- Relational and hospitable—enjoys connecting with people and building community. Demonstrate a caring heart for others.
- Comfortable working both independently and with a team.

- Takes initiative and has attention to detail.
  - Ability to work collaboratively with the Lead Pastor, elders, deacons, various teams, and volunteers.
  - Proficiency in office software and Planning Center or the willingness to learn new systems.
  - Experience in administration, bookkeeping, and accounting skills is an asset.
  - Flexible with changing hours throughout the week based on events that are occurring.
  - Should be an enthusiastic and creative team leader who is willing to work with current staff and volunteers, seeking to equip others for ministry through ongoing discipleship.
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## **About Us**

Sunrise Church is a neighbourhood church with a mission to make disciples for the glory of God and the good of our city. We are unapologetically centered on Jesus Christ. We are grounded in the authoritative Scriptures, and aim to glorify God by fulfilling the great commission in the context of our own city, and informed by church history. We gather as a body of believers every Sunday to worship, hear from God's Word, and receive communion. We gather in smaller communities as Community Groups throughout the week for ongoing discipleship. We believe the church is called to God and then sent by God to be on mission. We live out that sent identity through a life of 24/7 worship in the everyday. We believe the gospel informs our vocational life, our family life, and our recreational life, and that there is no part of our lives that is not impacted by the in-breaking reality of the renewal of all things that has begun in the resurrection of Jesus. Sunrise Church is reformed in soteriology, missional in ecclesiology, and complementarian in polity.

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Please send your cover letter and resume (PDF) to: Jake LeFave, Lead Pastor  
jake@christcitychurch.ca