



SOJOURN CHURCH MIDTOWN

OFFICE MANAGER

Job Description

SOJOURN MIDTOWN MISSION & VISION

Sojourn Midtown exists to be a gospel-formed, multi-ethnic family, sent for the city. As a church, we seek to activate disciples to live out their personal and corporate calling for the good of the city and the glory of Christ. We envision thousands of Dream Disciples being formed in the way of Jesus and living as Resilient Apprentices, Sacrificial Friends, Adventurous Guides, and Courageous Storytellers. Every role at Sojourn Midtown exists to support this mission and contribute to the formation of Dream Disciples.

THE ROLE

Office Manager

SUMMARY

The Office Manager exists to support the mission and vision of Sojourn Midtown by creating organizational clarity, administrative excellence, and leadership capacity for the Executive Director of Operations and the Pastor of Spiritual Formation & Care. Through coordination, communication, project management, and administrative support, this role strengthens ministry systems and creates capacity for these leaders to focus on organizational oversight, shepherding and developing people, and advancing the mission and vision of Sojourn Midtown.

KEY RESPONSIBILITIES

1. Office Administration
 - Support the financial administration of Sojourn Midtown through accurate processing, documentation, reconciliation, and reporting.
 - Support human resources administration by maintaining accurate and confidential personnel records and documentation.
 - Assist the Executive Director of Operations with administrative systems, operational projects, and business processes that contribute to the organizational health of Sojourn Midtown.
 - Coordinate the day-to-day needs of the Midtown office, creating an organized, welcoming, and well-equipped environment that supports staff and ministry operations.
2. Spiritual Formation & Care Coordination
 - Coordinate the administrative systems that support Spiritual Formation & Care, including scheduling, communication, event management, and resource management.

- Coordinate the logistics, materials, communication, and follow-up necessary to support Community Groups, Care Ministry, volunteer development, and ministry initiatives.
- Create administrative capacity for the Pastor of Spiritual Formation & Care by anticipating needs, strengthening systems, and supporting effective ministry execution.

3. Personal Development & Staff Expectations

- Engage in appropriate Sojourn Midtown staff training and development opportunities and contribute to the health and development of the staff team.
- Become fluent in and actively embody Sojourn Midtown's mission, vision, values, language, and ministry philosophy.
- Be an active and engaged member of the Sojourn Midtown staff team, contributing to a healthy staff culture and caring well for members of the church.
- Grow in your walk with Jesus through formation as a Resilient Apprentice, Sacrificial Friend, Adventurous Guide, and Courageous Storyteller.
- Faithfully live out the Membership Covenant of Sojourn Midtown.

SUCCESS MEASUREMENT

Success in this role is measured by administrative systems that operate with clarity and organization, ministry initiatives that are executed with excellence, effective communication and follow-through, accurate and healthy operational systems, and leaders who are increasingly free to focus on oversight, shepherding, developing people, and advancing the mission and vision of Sojourn Midtown.

REPORTING

Reports to: Executive Director of Operations

Collaborates with: Pastor of Spiritual Formation & Care, Director of Sojourn Kids

Supervises: n/a