



Renewal's Vision

To ignite a gospel-spreading movement through multiple local congregations in the greater Philadelphia area and the world, so that individuals, communities, and cultures are renewed in Christ.

Renewal's Core Values

Our Foundation: The Gospel – The foundation and fuel of our core values is the gospel of Jesus Christ. It is at the center of everything we are and do as a people.

Gospel Worship
Gospel Transformation
Gospel Community
Gospel Spreading
Gospel Mercy & Justice

Position Description

West Philly Campus Administrator (part time position – requires 15 hours a week)
Reporting immediately to the pastoral staff, specifically campus pastor. Responsible for a wide variety of managerial, technical, and clerical responsibilities to support the ministries and mission of the church.

Qualifications:

- Spiritually mature team player
- Ability to optimize operational capabilities
- Outstanding organizational skills
- Able to keep confidences
- Admits mistakes
- Desires accountability
- Responsible & reliable to complete work in a timely and consistent manner
- Attention to detail and accuracy of work
- Ability to interact well with others
- Demonstrates good communication skills
- Ability to attend West Philly service weekly

Responsibilities:

- Facility
 - Manage and order/pick up supplies as needed
 - Main contact for cleaners, contractors, Cedar Ave block captain, snow removal, lawn maintenance, and building related emergencies
 - Assist diaconate/building committee in managing and developing systems for building maintenance
- Sundays
 - Manage communion supplies and details when communion is served
 - Plan for potential scenarios that could impact the integrity of the service
 - Coordinate special services (lessons & carols, advent, baptism, new members reception)
 - Communicate with weekly scripture reader regarding passage and order of service
 - Upload weekly bulletin & announcement page.



- Events
 - Organize and coordinate events specific to the West Philly campus, including but not limited to Membership class, Members reception & baptism, Advent season, picnics, Holy Week activities, Leaders Day, Marriage enrichment, Premarital Seminars, Mission/City Conference, retreats, etc.
 - Coordinate any food and childcare needed for the event

- Finances
 - Basic bookkeeping, including processing reimbursements, checks, etc.
 - Answer budget related questions from staff/committee heads

Salary and Benefits

- \$20/hour
- Benefits
 - Subsidized PRN counseling sessions (6 sessions per year)