

Findlay Evangelical Free Church

DIRECTOR OF ADMINISTRATION



Findlay Evangelical Free Church (FEFC) is a fast-growing family of churches in Hancock County focused on making disciples of Jesus Christ. Starting as one church plant in the late 1980s, today FEFC is three local churches reaching more than 1,200 people each Sunday, helping people come to genuine faith in Jesus and taking next steps of spiritual growth like baptism, reading & understanding the Bible, praying, serving others, and sharing the good news of Jesus' resurrection.

These growing churches rely on a strong, united administrative system that empowers each location to stay focused on ministry that reaches people with the gospel and helps them grow spiritually.

Reporting to a designated Elder, the Director of Administration is a part-time position (estimated 15 hours per week) that will provide key, designated administrative functions for the FEFC family like:

- Accounts Payable
- Payroll and Human Resources
- Treasury and Banking
- Monthly Accounting Close

The Director of Administration will engage in routine, but essential interactions with pastors and staff across Living Hope Church, Lighthouse Community, and Bluffton Community. Other areas of engagement will include support of local FEFC churches in budget process, oversight of giving systems, document retention, insurance policies, and other administrative tasks that arise.

To apply for the Director of Administration role, forward a letter of interest along with a resume - attention Larry Seawell - via email: amen@mylighthousecommunity.com.