



Church Administrator – Weyburn Free Methodist Church

Posting Date: April 27th, 2025 Closing Date: May 12, 2025

About Weyburn FM Church: We strive to be a warm and welcoming faith family dedicated to the flourishing of our community where people seek Jesus. We are in search of a dedicated and organized Church Administrator to join our team and provide essential support to our ministries and operations. This position is in-office and part-time.

Overview: We are looking for a detail-oriented and proactive Church Administrator to ensure the smooth and efficient operation of our church programs and building. The ideal candidate will be a highly organized individual with excellent communication skills, capable of managing multiple tasks in a collaborative and supportive environment. This role is crucial in supporting our staff, volunteers, and congregation.

If interested, please contact Pastor Jody Pfeifer for a complete list of responsibilities, expectations and preferred skills/experience at jpfeifer@weyburnfmchurch.com.