

Looking for a position to serve and support a growing, inclusive congregation with a rich history? Georgetown Lutheran Church (GLC), in the historic Georgetown neighborhood of Washington, D.C., is seeking a part-time Parish Administrator to support the operations of a small congregation as we move forward under the direction of our pastor.

The Parish Administrator is an integral member of the collaborative environment at GLC. They manage the church office, handle the administrative and communication responsibilities, and provide a wide range of support to the pastor. The Parish Administrator also represents the church by serving as a first point of contact for inquiries from the public.

Apply By: May 31, 2026. (See below for application instructions. Applications will be reviewed on a rolling basis as received.)

Qualifications

Note: Denominational best practices encourage hiring of Parish Administrators or other staff from outside the membership of the congregation.

Parish Administrator candidates are expected to demonstrate the following skills:

Required:

- Proficiency with Microsoft Office Suite, Email, Google Drive, ability to learn other web-based platforms
- Discretion and confidentiality in the protection and handling of personal or sensitive information
- Efficient time management
- Effective written and oral communication
- Discipline in organization and record-keeping

Preferred:

- Familiarity with church liturgy and calendar
- Experience in church operations or similar organization
- Experience designing printed and/or online materials

Hours, Compensation and Terms:

This is a part-time, in-person position, not to exceed 17 hours/week, currently budgeted for \$25,000 annually. Regular but flexible work hours for this weekday office position can be

negotiated and adjusted with approval. The Parish Administrator is employed by contract with GLC, under supervision of the pastor and a personnel committee.

How to Apply

Submit a resume, cover letter, and list of 3 professional references to pastor@georgetownlutheran.com

GLC will begin considering applications immediately. All materials must be received by May 31, 2026 in order to be considered.

About GLC:

Georgetown Lutheran Church was founded in 1769 and is the oldest Lutheran church in the District of Columbia, still vibrant and relevant today as people find and grow in faith and service here. Centered around our values of community, discipleship, and tradition, we seek to be a community hub welcoming and serving all. A Reconciling in Christ Congregation, we affirm with St. Paul that there is neither Jew nor Greek, slave nor free, male nor female, and we welcome all people regardless of gender, race, ethnicity, sexual orientation or religious affiliation. For more information, explore our website: [georgetownlutheran.com!](http://georgetownlutheran.com)