

## **Church Administrator – Peace, Wayland – May 2026**

Peace Lutheran Church in Wayland, MA, is looking for a detail-oriented, professional Church Administrator to join our progressive and welcoming community. This part-time, in-person position (8 hours per week) offers a flexible schedule. The ideal candidate is a self-starter proficient in QuickBooks and Excel to manage financial tasks, (payroll, bank reconciliations, donation tracking etc) Key responsibilities also include overseeing office communications, managing facility operations, and producing weekly worship materials. If you are a collaborative individual with strong administrative skills, please email your cover letter and resume to the email in the full position description found here: <https://rb.gy/gh90xj>