

## **Church Administrator – Cornerstone Church Saskatoon, SK**

### **Position Summary:**

The **Church Administrator** serves to actively support the church's core values, mission, vision, and ministries. This role functions as the primary point of contact for both church and community members through phone, email, and in-person communication. The Administrator is responsible for performing a variety of administrative duties and managing the church's financial operations, including record keeping, budgeting and reporting, bill payments, payroll, and cash flow management.

Cornerstone Church is a Christian community in Saskatoon, Saskatchewan. We are a congregation of disciples who seek, obey, and reflect Jesus, believing in one true God—Father, Son, and Holy Spirit. Centred on Christ through worship, prayer, teaching, and service, we value authentic relationships and opportunities to grow in faith and serve both within and beyond the church.

This is a **full-time position (32 hours per week)** requiring regular in-office hours, with occasional evening or weekend commitments as needed.

For the full job description please go to: [www.cornerstoneyxe.ca/apply](http://www.cornerstoneyxe.ca/apply)

Interested applicants are invited to submit a **resume and references** to [apply@cornerstoneyxe.ca](mailto:apply@cornerstoneyxe.ca) by **October 19, 2025**.