

St. David's Episcopal Church in Minnetonka is seeking a person to join our team as office administrator in a position entitled Minister of Parish Life. See the description below and if interested, please send an email with your name, contact information, resume, and brief note about what makes you a good candidate to: staffing@stdavidsparish.org



Minnetonka, MN

Mission, Statement of Welcome, Vision and Minister of Parish Life Position Description

Our Mission

We at St. David's Episcopal Church are devoted to loving and serving God, one another and the world. Honoring the dignity and freedom of all to seek God at their own pace, we connect our life stories with the teachings of Jesus. Inspired by the Holy Spirit, we believe our actions transform the world and ourselves.

Our Statement of Welcome

St. David's Episcopal Church is committed to following Jesus' example of practicing radical hospitality, seeking to find God in all people because they are of sacred worth. We welcome all persons, regardless of gender, race, ethnicity, age, physical or mental capacity, education, sexual orientation, gender identity, socioeconomic or marital status. All are invited as full participants in the life and ministries of our community.

Our Vision

St. David's lives out our Christian faith through Discipleship, Justice, Faithful Innovation, and Congregational Vitality following the Episcopal Church in Minnesota's Commitments for embodying a loving community:

1. Our faith inspires and equips each of us, from young to old, to follow Jesus with hope into a loving, liberating and life-giving relationship with God, one another and creation.
2. We are an innovative, healthy, and radically welcoming Christian community where all feel safe to gather, learn and connect.
3. We know and are known by one another and respond with love and compassion to the needs of others.
4. We as part of the Episcopal branch of the Jesus movement, see diversity as a gift from our Creator and aspire to build relationships with neighbors and across differences.
5. We believe in God's abundance and are faithful stewards of our land, buildings and financial resources to support staff and ministries now, and for generations to come.

6. We strive, through our words and actions, to be a force for love and justice, collaborating with organizations that work to address needs in our community for the poor, suffering and marginalized.
7. We continually discern our unique identity and gifts, empowering both lay people and clergy to seek new opportunities and intentionally try fresh ways to live the Good News within ourselves, our congregation, our neighborhood, and our communities.

Our Vision for Administrative Support

Administrative support is a ministry at St. David's and all activities embody the Church's Mission, Statement of Welcome, and Church Vision.

Our administrative support vision is grounded in four core values:

- Welcoming - exhibit a welcoming presence to all St. David's constituents within the parish and the wider community.
- Connecting - connect people and groups together to enable communication and awareness.
- Supporting - support all administrative activities for St. David's.
- DEI - embrace our call to work for justice and St. David's commitment to diversity, equity and inclusion.

Being Welcoming

Administrative staff is welcoming to all, embodying God's radical hospitality. They are servant leaders to church members and visitors and they excel at building trusted relationships. Everyone who visits St. David's feels welcomed and heard.

Making Connections

Administrative staff is the central connection point for most activities at St. David's. They facilitate communication and awareness among parishioners, ministry teams, clergy, staff, volunteers, building tenants, and the community.

Being Supportive

Administrative staff supports the administrative needs of all St. David's members: especially clergy, fellow staff members, and volunteers. They anticipate office needs, collaborate with others, and are able to work with minimal supervision.

Supporting St. David's Value of Being Committed to Diversity, Equity, and Inclusion

As a faith community, St. David's is committed to diversity, equity, and inclusion. Administrative staff exhibits this by embracing our Mission and Statement of Welcome.

Position Description - Minister of Parish Life

The Minister of Parish Life is a servant leader who provides hospitality for members and visitors while supporting day-to-day office functions and ministries. The Minister of Parish Life is a central source of parish information and communication. This position reports to the Rector and serves in a ministerial role supporting St. David's parish.

The position requires excellent writing, editing, interpersonal, computer, social media and administrative skills. The position also requires someone who is detail-oriented, flexible, and has a collaborative and friendly style. They should have the ability to coordinate their work with others, especially volunteers, and the capacity to build trusted relationships with St. David's parishioners, staff, and community partners.

The Minister of Parish Life's Responsibilities Include:

General:

1. Live out the St. David's Episcopal Church Mission, Vision, Statement of Welcome, and Vision for Administrative Support in all church-related interactions, communications, services, and events.
2. Understand St. David's Servant Leadership goals and objectives. Participate as an essential member of the staff leadership team, building trust with peers, and demonstrating respect for others. This position actively participates in staff meetings and takes accountability for their performance of duties and leadership behaviors.
3. Review and abide by all Church Policies, including but not limited to Church Key/Access Policy, Building Emergency & Escape Policy, Safe Church Policies, and Special User Agreements for St. David's Ministries such as Kitchen Renter Policies, St. David's School Use, Alcoholics Anonymous, Alanon and Boy Scouts.
4. Maintain Safe Church Training Certification to Level 4 which includes a background check administered by ECMN (Episcopal Church in Minnesota) and updated every three years.
5. Be open to feedback and remain flexible when changes or modifications are required.

Specific:

1. Create and send weekly communication emails (Thursday, Sunday) and other emails as needed. Send via US Postal Service to members without e-mail access.
2. Create and download communications into church digital displays. Ensure all bulletin boards and signage are current and accurate.
3. Work with the Rector and Parish volunteers to keep the Prayers of the People list accurate and current.
4. Support and maintain the office volunteer team including engagement, training, and work direction.
5. Maintain the church calendar including:
 - Compline schedule
 - Room reservations
 - Community usage

6. Print weekly bulletin, service programs and inserts. Create and print seasonal and special event flyers.
7. Support annual Giving Campaign by creating pledge mailings.
8. Support Annual Meeting by coordinating development and printing of Annual Report.
9. Support All Saints Day celebration by developing All Saints Bios (parishioners who have died in the past year) and setting up display in All Saints Chapel.
10. Support development and submission of annual Parochial Report to ECMN.
11. Ensure office task manual is kept up-to-date.
12. Monitor and respond to office emails, phone messages, receive and sort mail, and purchase postage.
13. Provide administrative support to lay leaders.
14. Maintain non-finance data in the Realm and Praesidium databases, including parishioner directory, ministry communications and Safe Church training logs.
15. Support Digital Content, including:
 - St. David's website, update changes weekly or more often if needed.
 - Manage digital photo release forms.
 - Update Social Media.
 - Collaborate with weekly e-mail content authors.
 - Post Sunday Worship Service on YouTube.
16. Ensure outside groups and renters are scheduled and supported. This includes, Mes Amis, Gramercy Catering, City of Minnetonka for elections, Hopkins Women's Group, 12 Step, Alanon, and St. David's Center.
17. Oversee the maintenance and upgrades of all office equipment including printer/copier and administration computers. Coordinate with outside and internal technology resources performing upgrades to ensure understanding across its user community.
18. Computer system administration:
 - Website access
 - Computer system logins
 - Global Microsoft administration
 - Realm
 - Google Accounts
 - 2-factor authentication
 - Maintain Church Zoom accounts and recurring meeting schedules.
19. Help develop and maintain best practices around electronic and paper document storage and access.
20. Manage the building access system, including:
 - Assignment of fobs for the keyless entry system.
 - Programming of door schedules as needed.

- Assignment of room keys.
21. Manage inventory and purchase of office supplies.
 22. Order flowers for services as needed.
 23. Support the Newcomer Ministry by:
 - Oversee the Guestbook/Newcomer register and notify the Rector and Newcomer Team of new entries.
 - Make nametags for newcomers.
 - Add newcomers to Realm.
 24. Other duties as assigned by the Rector.

Hours and Rate of Pay: Regular and published working hours Monday-Friday 9am-3pm with some work from home (options to be negotiated). Maximum 32 hours per week. Rate of pay will be \$20-24/hour depending on qualifications and experience. Employee benefits to be negotiated.

Qualifications:

1. Previous office experience required, background in working with churches is desired. Must be willing to become familiar with Episcopal liturgy and calendar.
2. Strong computer and social media skills are imperative, especially Microsoft Office Suite. Familiarity with and willingness to learn about other software such as Constant Contact, Facebook, Canva, Instagram, and Wix is beneficial.
3. Proficiency, or willingness to learn the use of church office tools such as the copy machine and computer equipment.
4. Strong organizational skills.
5. Excellent command of English composition and punctuation.
6. Must be able to maintain confidentiality.