

Parish Operations Manager - Full Time

St. Stephen's Episcopal Church Edina, Minnesota

Apply by sending your letter of interest and resumé to jrwarden@ststephens.com by July 18, 2026.

Position Summary

The Parish Operations Manager is a senior leadership role responsible for the effective and faithful management of administration, program support, facilities, Vestry and clergy support, i.e. the non-clergy operational functions of the church. Reporting to the Rector and working closely with the Executive Committee, the Parish Operations Manager ensures that church facilities, human resources, administrative systems, and operational policies support the mission, ministries, and worship life of the parish.

This role is comparable to Parish Operations or Administrator positions in medium-to-large Episcopal and mainline Protestant churches.



Key Responsibilities

Administrative & Operational Leadership

- Supervise contract services and volunteer office staff
- Establish and improve operational systems, workflows, and documentation.
- Support Vestry operations, including meeting logistics, reporting, mailings and governance calendars.
- Attend Vestry meetings
- Manage insurance coverage and risk management programs.
- Oversee records management, data privacy, and operational technology systems.
- Fulfill information and resource requests via email, telephone, and in-person visits.
- Assist in recruiting, coordinating and scheduling office volunteers as needed.
- Assist in the coordination of special events.

Information Technology Management

- Effectively utilize CRM system to maintain parish records, including membership, diocesan, physical plant, and other operational data; keeping them up-to-date and accurate.
- Ensure staff is trained in use of the CRM system.
- Produce reports, directories and other documents from parish records under the direction of the Rector and Executive Committee, collaborating as necessary with committee leadership on a timely basis.
- Continually monitor and ensure adherence to cyber security policies.
- Maintain information systems security systems and policies.

Facilities & Property Management

- Oversee daily operations, maintenance, safety, and long-term care of church buildings and grounds.
- Manage vendor relationships (custodial, maintenance, landscaping, snow removal, security, IT, etc.).
- Develop and monitor facilities budgets and capital reserve plans; Work in coordination with Properties Committee
- Coordinate minor capital projects, renovations, and preventative maintenance schedules with attention to church routines.
- Ensure compliance with city, state, and federal regulations (building codes, safety, ADA, fire, etc.).
- Place orders for equipment and supplies as authorized.

Human Resources Administration

- Oversee HR policies and practices consistent with Episcopal Church guidelines and Minnesota employment law.
- Facilitate HR best practices in payroll, benefits administration, personnel files, and compliance requirements, and serve as a resource to clergy and ministry leaders.
- Promote a healthy, inclusive, and professional workplace culture aligned with church values.

Strategic & Mission Support

- Serve as a strategic partner to the Rector, Executive Committee, and Vestry on operational planning.
- Align operational resources with parish mission, vision, and strategic priorities.
- Provide operational leadership during growth, transition, or change initiatives.
- Represent the parish professionally with external partners, the Diocese, and the broader community.

Required Qualifications

- Bachelor's degree in business administration, nonprofit management, finance, or a related field (or equivalent experience).
- 7–10 years of progressively responsible experience in operations, administration, or nonprofit management.
- Demonstrated experience overseeing facilities, budgets, and staff.
- Working knowledge of HR practices, employment law, and benefits administration.
- Excellent organizational, leadership, and communication skills.
- Ability to manage multiple priorities with discretion, confidentiality, and sound judgment.

Preferred Qualifications

- Experience working in a church, diocese, or faith-based nonprofit (especially Episcopal or mainline Protestant).
- Master's degree in nonprofit management, business, or a related field.
- Experience working with or serving on governing boards or vestries.
- Familiarity with church management software, ideally Realm, and nonprofit accounting systems.

Core Competencies & Skills

- Operational leadership and systems thinking
- Financial acumen and analytical skills
- Personnel management and coaching
- Facilities and project management
- Agility to adjust priorities as needed
- Policy development and compliance
- Collaborative leadership and pastoral sensitivity
- High ethical standards and discretion

Compensation & Benefits

Estimated Salary Range (Minneapolis–St. Paul Market):

\$80,000 – \$100,000 annually, depending on experience, scope of responsibilities, and parish size.

Benefits typically include:

- Health, dental, and vision insurance
- Retirement plan participation (e.g., Church Pension Group lay employee plans)
- Paid time off and holidays
- Continuing education and professional development support