



Woodbury, Minnesota
Job Description

Resurrection is a congregation of the Evangelical Lutheran Church in America whose mission is
To call all people to a vibrant life of faith in Christ.

Position Title	Operations Administrator This is a three-quarter time, 30 hours per week
Supervisor	Pastor
Resurrection Values	Staff members are expected to support the church’s core values: We seek to live a vibrant life of faith in Christ, placing our trust in the person of Jesus his teaching and his redemptive work in and for the world. We do this by: Connecting – with God, with one another, and with the communities around us. Growing – in faith, understanding, and empathy. Serving – with humility and generosity the world God loves unconditionally.
Core Purpose	To coordinate and administrate the daily operations of Resurrection Lutheran Church.
Responsibilities	<ul style="list-style-type: none"> ● Office and Church Administration <ul style="list-style-type: none"> ○ Provide connection and support for pastor, staff, members and leadership teams (Mission Leadership Team, Stewardship Team, Building and Site Team and Property Image Team) ○ Manage office and building ○ Point person for facility contacts and contracts ○ Collaborate with Communication Coordinator on website maintenance and presence ○ Create and maintain a welcoming environment ○ Attend weekly staff meetings and provide relevant operations information ● Database Management <ul style="list-style-type: none"> ○ Maintain memberships, baptisms/marriages/deaths & other milestones ○ Develop registration and other online forms ○ Prepare and submit annual congregational statistical reports ○ Manage the database contract and supporting modules ● Buildings and Grounds/Facility Management <ul style="list-style-type: none"> ○ Conduct yearly insurance review and renewal ○ Manage facility maintenance and equipment contracts ○ Oversee building maintenance projects, with vendors and volunteers ○ Schedule and manage building inspections and safety ○ Manage building cleaning ○ Establish hours of operation ○ Manage building use and calendar

	<ul style="list-style-type: none"> ● Stewardship and Offering <ul style="list-style-type: none"> ○ Point person for Financial Recorder and Offering Team ○ Collaborate with Pastor and Stewardship Team to schedule and coordinate stewardship, including the fall stewardship drive ● Financial Operations <ul style="list-style-type: none"> ○ Connect and collaborate with treasurer, bookkeeper, offering team, staff, and members ○ Provide administrative support to maintain online bill pay ○ Coordinate and submit budget for office, technology and basic building needs ● Technology Point Person <ul style="list-style-type: none"> ○ Laptop purchasing and set up ○ Printer/copier contract and support ○ Phone set up and management ○ Internet and domain provider ○ Website manager
Competencies Required	<ul style="list-style-type: none"> ● Strong verbal and writing skills for interactions with pastor, staff, members, vendors, and the community. ● Welcoming disposition with the ability to graciously assist others. ● Ability to organize systems and processes. ● Self-starter who can set goals, make plans, and achieve results. ● Problem solver with the ability to work with interruptions. ● Ability to manage and participate in multiple projects at once.
Qualifications Required	<ul style="list-style-type: none"> ● Demonstrated office management experience. ● Demonstrated operations experience. ● A passion for organization and efficiency. ● Proficiency in technology. ● A passion for faith and working within a faith environment. ● Desire to work with people. ● Experience working with volunteers.
Supervisory Responsibility	Volunteers and volunteer teams

Anticipated Start Date: Immediately.

Salary: This is a three-quarter time. The salary and benefit package will be within the St. Paul Area Synod guidelines, based upon experience and education.

To Apply:

Please submit the following to Greg Jeseritz at mlt@liveresurrection.org:

- Cover letter
- Resume