



St. David's Episcopal Church

Minnetonka, MN

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 of faith.

Office Administrator Position

Position Description: The Office Administrator is a servant leader who provides hospitality for members and visitors, while supporting day to day office functions and ministries. The Office Administrator is a central source of parish information and communication. This position reports to the Rector.

The position requires excellent writing, editing, interpersonal, computer, social media and administrative skills. The position also requires someone who is detail oriented, flexible, has a collaborative and friendly style. They should have the ability to coordinate their work with others and the capacity to build trusted relationships.

The Office Administrator Responsibilities Include, But Are Not Limited To:

General:

1. Live out the St. David's Episcopal Church's Mission, Vision and Statement of Welcome 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, Special Use Agreements such as St. David's Ministries like 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 background check administered by ECMN & updated every three years.
5. Be open to feedback and remain flexible when change or modifications are required.

Specific:

1. Create and send weekly communication emails (Thursday, Sunday) and other emails as needed.
Send via post to those members without email access.
2. Create and download communications into church digital displays. Assure all bulletin boards and signage is current and accurate.
3. Work with the Rector to keep the Prayers of the People list accurate and current.
4. Maintain the church calendar.
5. Create weekly bulletins, monthly worship service volunteer schedules, all service programs and inserts, flyers for special events, pledge drive packets and mailings as needed.
6. Monitor and respond to office emails, phone messages, receive and sort mail.
7. Provide administrative support to lay leaders.
8. Maintain non-finance data in the Realm and Praesidium databases, including parishioner directory, ministry communications and Safe Church training logs.
9. Create content for St. David's website, update changes weekly or more often if needed.
10. Assure outside groups and renters are scheduled, and supported this includes, Mes Amis, Gramercy Catering, City of Minnetonka for Elections, Hopkins Womens' Group, 12 Step, Alanon & St. David's Center.
11. Maintain Church Zoom accounts and recurring meeting schedules.
12. Oversee the maintenance of all office equipment including printer/copier, postage meter and administration computers.
13. Help develop and maintain best practices around document storage of both electronic and paper documents.
14. Purchase office supplies.
15. Support the Manager of Finance, Communication, and Ministry Support in managing the keyless entry system.
16. Order flowers for services as needed.
17. Oversee the Guestbook/Newcomer register and support the Rector and lay leadership in welcoming newcomers.
18. Other duties as requested by the Rector.

Hours and Rate of Pay: 25-30 hours per week, including occasional evening and weekend hours. The Office Administrator will maintain published in-office hours each week. \$18-22/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.

3. Strong computer and social media skills are imperative especially MS Windows, Word, Excel, PowerPoint via Microsoft Outlook. Familiar with and willingness to learn about other software like Constant Contact, Facebook, Canva, Instagram, and Wix is beneficial.
4. Proficiency, or willingness to learn the use of church office tools such as the copy machine and postage meter.
5. Strong organizational skills
6. Excellent command of English composition and punctuation
7. Must be able to maintain confidentiality
8. Having knowledge of the Episcopal Church and liturgy is ideal but not required
9. Non member of St. David's

October 2023