

Colonial Church of Edina, Minnesota

Posting for the Director of Church Administration Role

We are looking for a skilled administrator and service-oriented leader to become a valued partner of the Senior Minister, ministerial leadership team, and lay leaders as appropriate, in strengthening and managing the day-to-day business functions and operations of the church to ensure effective and efficient support of its mission, ministers, and ministries. By establishing and strengthening basic administrative disciplines and procedures, this position will help create the solid foundation of financial, HR, and operational support necessary to ensure the smooth functioning and continued growth of our church.

Overview of Meetinghouse Church

After celebrating 75 successful years as Colonial Church of Edina, and as a result of much prayer, discussion, and deliberation, the congregation has decided to change the name of the church to *Meetinghouse Church*. We believe that this name better reflects the Congregational heritage of the church while at the same time conveying that all are beloved and welcome here.

As is true of many churches, ours finds itself in a state of transition as it discerns what it means to be the church in the 21st century, as well as what it hopes for members of our covenant community in the Congregational tradition. The ministerial team and most congregation members are eager to envision and chart a new future together. This new future would not only honor and build upon our deep roots and faith commitment, but would also develop new pathways and creative means for speaking to the challenges of our time and ministering to the needs of believers and seekers alike. We are one church with two worship expressions: a Traditional Service and an Alternative Service. We have ministries that cover all life stages including Emerging Generations (children, youth, young adults and families), Adult Education and Seniors. We are known for our commitment to excellent music and worship, our generous giving and volunteering, and our extensive and long-standing missional outreach at home and abroad. Our congregation has collectively embraced and aspires to live out these core values: Welcome Beloved, Risk Together the Messy Path of Faith, Wrestle with the Tensions in God's Word and World, Immerse in Sacred Spaces and Rhythms, and Do Good for Christ's Sake.

Visible from a major highway that bisects the south and west suburbs of Minneapolis, the stunning, award-winning architecture and campus of the church is reflective of its New England roots. This facility presents a great opportunity for more creative utilization by members, as well as for serving the broader community as well. At the same time, it is clear that the stewarding and resourcing of such an expansive physical plant is a significant challenge today and in the future.

The Role of Director of Church Administration

Reports to: Senior Minister

Direct Reports: 7-9

Key Responsibilities

- 1. Financial and Risk Management**—with the support of the Finance Director, enable accurate understanding of Meetinghouse’s financial assets, expenses, and ability to achieve its goals; facilitate timely and prudent financial plans and decisions.
- 2. Human Resource Administration**—see that employee policies, practices and records cover all staff and are consistent with legal and professional standards; establish and maintain sound people management processes and benchmark best practices against other well-run churches.
- 3. Facilities Management and Improvement**—working with and through the Facilities Manager and Building Coordinator, see that the Church campus is kept clean, attractive and inviting and that facilities are effectively and efficiently used, maintained, and improved to support the mission and ministries of the Church.
- 4. Communications, Information Management and Digital Ministry Support**—working with and through the Senior Associate Minister, Communications Manager, and Digital Ministry Team, maintain and distribute accurate information, produce effective communications, and provide digital ministry support to advance the mission and ministries of the Church.
- 5. Office Management and Administrative Services**—working with and through the administrative team, provide effective, coordinated administrative services to support the work of key ministers and ministerial staff teams, as well as the Church Council and key committees.
- 6. Direction and Development of Administrative Staff**—attract and develop a strong administrative and facilities management team; ensure they understand their importance and value as ministerial partners; and provide performance feedback, coaching, and development to enhance their contribution to the effective management and ministries of the Church.

Essential Requirements

- At least 5 years of experience in a similar role and comparable setting, including supervising administrative staff, managing budgets, managing facilities, and purchasing and maintaining office technology
- Commitment to the Christian faith and ability to support and reflect the Mission and Values of our church
- Education: BA/BS, with relevant coursework in finance/accounting and human resource management or general business administration

Inquiry Process

We encourage anyone who has the qualifications and who senses a calling for this opportunity to contact us and apply for the position. Alternatively, we would welcome your recommendation if you know someone you think would be a good fit for this role.

When applying for the position, please include a resumé outlining your education, work experience and relevant qualifications. Please also provide at least three references (including at least one previous supervisor, one subordinate, and one peer). Include phone and email information for each person. We will not contact your references until later in the process and only when you approve.

Please email this confidential material (in Word or PDF format) no later than **February 18** to:

Kris Henderson
khenderson@colonialchurch.org