



CITY OF LIGHT  
IGLESIA · CHURCH

## Job Description

# Parish Administrator

**Start Date:** January, 2023

**Reports to:** Father Trevor McMaken, Rector

**Work Schedule:** 20 hours/week or full-time with Gregory House Residency (see page 2)

**Salary Range:** \$18 - 20/hour depending on experience

**Role:** To support the ongoing ministry of City of Light Church to be a family of many peoples finding a new day in Jesus by overseeing midweek systems of organization and Sunday morning ministry teams.

**Skills:** This person will demonstrate a high level of responsibility, a desire for collaboration, experience or aptitude with online software and organization, a love for supporting others through attention to detail and process, and warm and encouraging interpersonal skills.

**City of Light** is an Anglican Church in Aurora, IL. We were planted in 2015 out of Church of the Resurrection, Wheaton and are a congregation growing in maturity and diversity as we worship bilingually in English and Spanish. We are captivated by the vision of the multi-cultural church in Acts 2 that is fully sacramental, fully Scriptural, full of the Spirit, freely sacrificing, and focused on the salvation of others. To find out more, follow us @cityoflightchurcaurora or visit [cityoflightanglican.org](http://cityoflightanglican.org).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### *Weekly Administrative Leadership*

- Maintain parish office database, systems, equipment, and supplies
- Assist the Rector with Human Resources processes including annual reviews, vacation days, background checks, etc.
- Coordinate outreach to guests during the week including phone calls, emails, mail, and invitations to First Step Lunches, etc.
- Help prepare & print weekly bulletin
- Provide administrative support to Bilingual ministries including bilingual worship night, summer neighborhood kids camps, etc.
- Other administrative and organizational tasks for ministry initiatives

#### *Sunday Teams*

- Recruit, train, support, and shepherd Sunday team leaders and teams
- Recruit and schedule volunteers for each team for Sundays and special services
- Oversee Sunday morning logistics and special service logistics
- Process weekly Sunday giving
- Arrange rental logistics with Sunday worship space & other facilities

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Bilingual (English and Spanish) preferred
- Administrative leadership
- Interpersonal skills
- Team building and leading experience
- Problem solving skills

### **SPECIAL CONSIDERATIONS**

- Paid work hours include vacation and prayer days
- Regular hours include working on Sunday morning
- During the week, work from home options are available
- Ability to perform light lifting, arranging chairs, transporting supplies, etc.
- Willing to become part of our church community

### **GREGORY HOUSE**

This position is also eligible to apply for a residency at Gregory House school for ministry, an immersive residency program designed to prepare you to serve and lead in the Anglican Church. A Gregory House residency combines an on-the-ground role on a diocesan church staff with regular seminars and mentorship by senior leaders and mature spiritual parents in the Diocese of the Upper Midwest.

Residencies also include the option to fundraise to increase this position to full time with benefits. The Gregory House program welcomes leaders of all levels to discern and prepare for vocational ministry through a Residency. Visit [gregoryhouseschool.org](http://gregoryhouseschool.org) to find out more.

***To apply, please send resume and cover letter to [office@cityoflightanglican.org](mailto:office@cityoflightanglican.org).***