

*Meetinghouse Church, Edina, Minnesota*

**Posting for the Administrative Assistant Role**

We are seeking an experienced Administrative Assistant to become a critical resource in strengthening and managing the day-to-day business functions and operations of the church in support of its mission, ministers, and ministries. By performing and documenting the key ongoing administrative processes, this position will ensure the smooth functioning of our church. This individual will also take on ad hoc responsibilities as assigned.

**Overview of Meetinghouse Church**

After celebrating 75 successful years as Colonial Church of Edina, and as a result of much prayer, discussion, and deliberation, our congregation recently changed our 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 21<sup>st</sup> 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 Administrative Assistant**

**Reports to:** Senior Minister

**Direct Reports:** None

### **Key Responsibilities**

1. Provide all administrative functions in support of the Senior Minister including calendar and scheduling management, mail, telephone and email communications, travel and meeting arrangements, developing support materials as needed, providing copies and all other tasks normal to the operation of the Senior Minister office to effectively carry out ministerial duties.
2. Participate regularly with the Pastoral Care Team to address all pastoral care needs of the congregation, maintain Pastoral Care reports and updates, identifying those church members (or family members) needing special care and/or prayer. Manage the purchase of memorial flowers to adorn the Meetinghouse on a weekly basis and at Christmas and Easter.
3. Track and distribute prayer requests obtained from members through Sunday prayer requests and from routine or emergency requests that come in during the week.
4. Support Stephen Ministry providers, Grief Coalition Support Group, Prayer Shawl Ministry, and other pastoral care volunteers, Support the Deacon Board and track Deacon visitation team members.
5. Schedule and make arrangements for memorial services, prepare memorial bulletin, recruit and schedule a Memorial Deacon and volunteers who assist with the Memorial Reception ministry, acknowledge memorial gifts given to Meetinghouse Church,

### **General responsibilities:**

1. Process deposits and prepare check requests for the departments supported
2. Work collegially and cooperatively when special projects require an "extra hand."
3. Open door assistance for members of the congregation and miscellaneous walk-in individuals requiring attention; in person and via phone or email
4. Other duties as assigned by Supervisor

### **Essential Skills and Experience:**

1. Commitment to Meetinghouse Church and the Christian ministry it provides the congregational members.
2. Effective interpersonal skills, desire for open communication and a passion for service.
3. Computer/software expertise including Word, Excel, Internet browsers and cloud computing.
4. Project management skills and working collegially
5. Ability to adapt and work effectively as ministry happens
6. B.A. degree and experience supporting ministry and non-profit work
7. Maintaining a positive, can-do attitude

### **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. 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 **Open until Filled** to:

[Jeanetta Searcy-Cooper](mailto:jsearcycooper@meetinghouse.church)  
jsearcycooper@meetinghouse.church