

## ***Meetinghouse Church, Edina, Minnesota***

### **Posting for the Senior Administration Associate Role**

We are seeking an experienced associate 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 HR, finance, and other 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 Senior Administration Associate**

**Reports to:** Director of Church Administration

**Direct Reports:** None

### **Key Responsibilities**

- 1. Contribution processing**—using multiple software tools, process contributions to the church that come in various forms, including online, checks, and cash.
- 2. Human Resource Administration**—support the Director of Church Administration in ongoing HR tasks, including bi-weekly payroll, new employee onboarding, maintaining appropriate employee records, etc.
- 3. Department support**—support the Finance Director and Director of Church Administration in ongoing or ad hoc tasks, such as Accounts Receivable, Accounts Payable, Giving Statements, annual employee reviews, etc.
- 4. Policies and Procedures** —in collaboration with leaders, develop, implement, update, and maintain policies and procedures in order to ensure compliance with church policies, legal guidance, and other best practices for human resource, financial, and risk management. Train backups in key procedures, and make recommendations for process improvements.
- 5. Other duties** —these duties may include taking part in projects, providing staff administrative support, serving as backup to other staff members on key responsibilities, etc.

### **Required Qualifications**

- Very organized with ability to prioritize work appropriately and adapt to changing priorities
- Strong work ethic
- Strong attention to detail, including strong math/financial acumen
- Strong Microsoft Office suite skills, particularly Excel, Word, and Powerpoint, as well as Google tools
- Demonstrated ability to learn multiple software packages
- Experience documenting procedures and suggesting/implementing controls
- Ability to work independently, including exhibiting confidence and curiosity to solve issues
- Ability to handle private/sensitive information with professionalism and confidentiality
- BA with minimum 2 years of work experience, or Associate's degree with minimum 4 years of work experience, in an business, office, or administrative function
- Ability to support and reflect the Mission and Values of our church

### **Desirable Qualifications**

- BA in business, finance, accounting, or related fields of study
- Experience working at a church or other non-profit
- Experience with basic accounting functions such as general ledger entries, accounts payable, and accounts receivable

## **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) to: **Open until filled.**

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

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