Senior Associate / Director of Parish Operations

Position Description

Position Overview

Church of Our Saviour seeks a Senior Associate / Director of Parish Operations to serve as a key partner to the Rector in the leadership, administration, and ongoing development of the parish.

This is a senior leadership position for someone who understands that administration is ministry, operates relationally, and loves Jesus. At its best, the work of organizing, communicating, maintaining facilities, supporting staff, and coordinating the life of a congregation is not separate from the Church's mission. It is one of the ways that mission becomes real.

A well-managed parish creates the conditions in which people can worship, learn, serve, develop meaningful relationships, and encounter God and one another. The person in this position will approach administrative responsibilities not simply as tasks to be completed, but as opportunities to build relationships, extend hospitality, strengthen community, and support the ministry of the whole congregation.

Working in close partnership with the Rector, the Senior Associate / Director of Parish Operations will help translate the mission and vision of Church of Our Saviour into the practical structures, relationships, communications, and daily activities that sustain parish life.

Our mission is "to walk together." Our vision calls us to walk towards God, towards Jesus, towards one another, towards our community, and even towards conflict. We seek a colleague who is excited about helping us live into that vision.

The position is full-time and may be filled by either an ordained Episcopal priest or a qualified lay professional.

Position Summary

To summarize, one year from now a successful candidate in this position would support and free up (manage) key ministry staff positions at COS, enabling the staff to more fully live into their identified passion and values.

Strategic Partnership and Parish Leadership

- Serve as a close strategic and operational partner to the Rector in advancing the mission, vision, and priorities of Church of Our Saviour.
- Help the Rector and parish leadership translate strategic goals into effective practices, systems, and daily operations.
- Develop strong working relationships with clergy, staff, parishioners, volunteers, and community partners.
- Help foster a parish culture characterized by hospitality, collaboration, accountability, open communication, and shared responsibility.
- Identify opportunities to improve parish operations while remaining attentive to the human relationships and ministry those operations support.

- Exercise increasing responsibility and decision-making authority as the working relationship with the Rector develops. The scope of day-to-day authority will be established collaboratively and may evolve over time.

Parish Operations and Administration

- Coordinate the parish calendar, ensuring effective communication and scheduling among parish ministries, staff, and outside groups.
- Oversee the practical and administrative details that support the daily life of the parish.
- Develop and maintain effective systems for communication, scheduling, recordkeeping, and coordination.
- Serve as a point of connection for groups and individuals using the parish campus, building relationships that reflect the congregation's hospitality and commitment to the wider community.
- Approach administrative interactions as opportunities to listen, understand people's needs, and strengthen relationships.
- Help anticipate operational needs and resolve problems before they become larger concerns.

Facilities and Sexton Management

- Supervise and support the parish sextons.
- Coordinate sexton schedules, responsibilities, and hourly workloads in relation to parish activities and campus use.
- Manage the designated sexton operating budget.
- Ensure that the campus is prepared, welcoming, safe, and appropriately maintained for worship, parish activities, and outside groups.
- Build a collaborative working relationship with the sextons, recognizing their essential contribution to the parish's ministry of hospitality.

Staff Leadership and Development

- Assume increasing responsibility for the supervision and support of lay staff employees.
- Work with the Rector to establish a thoughtful transition toward broader staff oversight, with the scope and timing of responsibilities developing over time.
- Support a healthy staff culture grounded in clear expectations, mutual respect, accountability, and effective communication.
- Help staff members understand how their individual responsibilities contribute to the larger mission of the parish.

Volunteer Recruitment and Coordination

- Recruit, train, coordinate, and support office volunteers and other volunteers involved in parish operations.
- Identify opportunities to involve parishioners in meaningful forms of service.
- Create structures that allow volunteers to contribute their gifts effectively without becoming overburdened.
- Recognize volunteer service as an important expression of Christian ministry and community-building.

Parish Communications

- Oversee the parish's communications, including the weekly bulletin, parish newsletter or Messenger, website, and social media.
- Recruit and support volunteers who can assist with communications and related responsibilities.
- Ensure that parish communications are timely, clear, welcoming, and consistent with the congregation's mission and vision.
- Help tell the story of the parish's life and ministry to both the congregation and the wider community.

Budget and Resource Management

- Develop and manage the operating budget for areas of responsibility.
- Manage the designated sexton budget, including attention to staffing hours and workload.
- Monitor expenditures and work with the Rector and appropriate parish financial leadership to ensure responsible stewardship of resources.
- This position will not be responsible for the parish-wide budget or overall financial management of the congregation.

Worship, Teaching, and Pastoral Responsibilities

For an ordained priest

- Serve as a member of the parish clergy team.
- Preach, teach, and lead liturgies as assigned by the Rector.
- Provide pastoral care as assigned by the Rector.
- Officiate at funerals and weddings for individuals outside the parish, as appropriate and assigned by the Rector.

For a lay professional

- Participate in worship and parish life as appropriate.
- Be invited to teach, lead, or support educational and formation opportunities as assigned by the Rector and consistent with the person's gifts and experience.

Qualifications and Experience

For an ordained candidate

- Ordained Episcopal priest in good standing.
- Master of Divinity degree or equivalent theological education.
- Experience in parish ministry, administration, staff leadership, or organizational management is desirable.

For a lay candidate

- Master's-level education or equivalent professional experience.
- Demonstrated experience in administration, organizational leadership, operations, or a related field.
- Experience working in a nonprofit, religious, educational, or community-based organization is desirable.

For all candidates

- Strong organizational, interpersonal, communication, and problem-solving skills.
- Ability to manage multiple responsibilities while maintaining attention to detail.

- Demonstrated capacity to build relationships, work collaboratively, and lead with emotional intelligence.
- Comfort with digital communications, office technology, and administrative systems.
- Sound judgment, discretion, and respect for confidentiality.
- An appreciation for the Episcopal Church and a commitment to the mission and vision of Church of Our Saviour.
- An understanding that administrative work can be a form of ministry and that relationships are at the heart of healthy parish life.

Schedule and Benefits

This is a full-time position requiring five working days each week, including Sunday. Sunday counts as one of the five working days, with four additional weekdays and one weekday off. Monday is anticipated to be the regular day off, although the schedule will be established in conversation with the Rector.

Occasional evening and weekend responsibilities will be necessary in response to parish activities and operational needs.

- Four weeks of paid vacation annually.
- Two weeks of continuing education annually.

Compensation and benefits will be established separately, taking into account whether the successful candidate is ordained or lay, along with qualifications and experience.

An Intentional Period of Development

Because this position carries significant responsibility and is intended to grow into a senior leadership role, the first six to twelve months will be an intentional period of mutual learning, relationship-building, and development—not simply an orientation period. The successful candidate and the Rector will be learning how to work together, establishing trust, and discerning how responsibility can be shared effectively.

- Become familiar with the parish's history, culture, mission, vision, and current priorities.
- Develop relationships with clergy, staff, parishioners, volunteers, sextons, and outside groups using the campus.
- Learn the practical and administrative systems that support parish life.
- Work closely with the Rector to clarify expectations, responsibilities, and decision-making authority.
- Gradually assume broader responsibilities for staff supervision, operational leadership, and strategic implementation.

The goal is not simply to fill an administrative position, but to develop a trusted leadership partnership that will strengthen the parish for years to come.

Our Approach to Leadership

We believe that the health of a congregation depends not only on the quality of its programs, but also on the quality of its relationships. We value leadership that is collaborative rather than controlling, attentive rather than merely efficient, and grounded in a genuine commitment to the people and community we serve.

The Senior Associate / Director of Parish Operations will help us create the conditions in which ministry can flourish. We seek someone who can see both the details and the larger picture: someone who understands that a calendar, a conversation, a well-prepared building, a supported volunteer, and a welcoming interaction can all be expressions of the Church's ministry.

We are looking for a colleague who wants to help us walk together.