

Park Street Church

Ministries Administrator

Job Description

Overview

Park Street Church (“PSC”), founded in 1809, is a large thriving church in downtown Boston, with a membership of 900 and about 30 staff members. We are a diverse community of people whose mission is to make disciples of Jesus who become like him together. We believe and are united by the good news that Jesus is Lord. Our common life together is fueled by the joy that God has been so good to sinful and broken people like us, bringing us forgiveness, healing, and salvation—new life! Our response to God’s gift is to follow Jesus on the way of the cross, the way of love. This means that our life together—embodied in nine Regional Fellowships—consists of growing in loving God, loving one another, and loving our neighbors, and we regularly feed upon the word of God, the Bible, to inform and guide us in this way of love. We are committed to life-giving biblical proclamation, to transformative relationships with one another across the diverse generations and ethnicities that are found in our community, and to faithful worship of the triune God. Our mission and life are shaped by our location in the heart of the city of Boston and by a longtime passion for mission across the world.

Our staff are committed to serving one another as we serve Christ and to growing to greater maturity in Jesus. We meet weekly for a time of prayer and engagement in the Scripture. In our teammates we value godliness, collaboration, excellence, courage, and a commitment to healthy relationships.

The Ministries Administrator will help us to pursue our mission of making disciples who become like Jesus together by serving as the primary administrative and technical support for the Senior Minister (50%) and other ministers and ministry programs as needed (50%). This is a full-time position.

Accountability

The Ministries Administrator will report directly to the Senior Minister. The Ministries Administrator will work in collaboration with this position’s counterparts in the Missions’ office (the Missions Administrator) and in the Administration office (the Administration Communications Finance Coordinator) to better enable the church to faithfully fulfill its mission. The Ministries Administrator will also routinely collaborate with the following persons to ensure that the ministries of the church are carried out as smoothly as possible: the Minister of Community, Church Administrator, Financial Controller, Director of Facilities, and Director of Communications.

Areas of Responsibility

- Manage and oversee the office of the Senior Minister
 - Scheduling appointments and general calendar; correspondence to and from Senior Minister’s office; taking minutes at meetings, as requested; giving reminders; editing video updates; expense reporting; assist in any ministry projects initiated and overseen by the Senior Minister
- Communications

- Website updates of ministries programs and events' postings; weekly assistance with development of the Sunday worship bulletin (online and paper versions); assist with implementing and training in church online community software; promoting Christian formation classes/activities; promoting ministry events and programs (website, eNews, bulletin, etc.)
- Offer general administrative support to ministers and the programs they are overseeing. This may include, among other things, providing technical support, and scheduling room reservations.
- Ordering food and catering supplies for coffee hour, Sunday meals, new members' classes, Christian formation hour, and other special events (Christmas Eve, Annual Meeting, etc.)
- Database input and maintenance
 - Sermon log; entering connect cards info and ensuring follow-up; newcomers' lunch and new members class database management
- Use of web-based interfaces for programmatic needs (e.g., Buzzsprout, Planning Center Online, Church Community Builder, Mail Chimp, Survey Monkey, Office 365, among others)
- Desktop publishing (Sign creation, project presentations, etc.)
- Office supply management
- Other administrative tasks as directed by the Senior Minister

Requirements

It is a requirement for this position that the Ministries Administrator will signify agreement with Park Street Church's Covenant of Faith and Confession of Faith and all church policies and become a member of the church as soon as possible within the first year of service.

Qualifications

Faith/Personal

- A mature Christian faith and a willingness to serve Christ and His church
- Reliable and responsible
- Strong people skills
- Responsive and prompt in communication
- Unquestionable in maintaining confidentiality
- Self-starter, internally motivated, good intuition
- Desire to become familiar with PSC, the nature of its congregation, its ethos, guiding principles and doctrines

Administrative/Technological

- The Ministries Administrator must have exceptional skills in relation to technology. The candidate must have expertise in Microsoft Office 365 Suite and familiarity and/or willingness to learn Adobe Creative Suite, Garage Band (Apple), and Google Administrative products/solutions. The candidate must have experience in task and project management, exceptional organizational and administrative skills, and strong writing and communication skills.

(revised Apr 2024)