



CITY OF LIGHT

IGLESIA · CHURCH

Job Description

Parish Administrator

Start Date: Fall, 2024

Reports to: Father Trevor McMaken, Rector

Work Schedule: 1520 hours/week

Role: To connect the people of City of Light to our calling to be a family of neighbors, nations, and generations finding a new day in Jesus.

Skills: This person will possess warm and encouraging interpersonal skills, demonstrate a high level of responsibility, a desire for collaboration, a love for supporting others through attention to detail and process, and the ability to invite others into deeper levels of connection.

City of Light is an Anglican Church in Aurora, IL worshipping bilingually in English and Spanish. We were planted in 2015 out of Church of the Resurrection, Wheaton and are called to be a family of neighbors, nations, and generations finding a new day in Jesus. We are growing cultures of neighborhood presence, generational disciple-making, healing rhythms, reconciliation of nations, and the celebration of beauty. We are captivated by the vision of the multicultural 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, visit cityoflightanglican.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Connection

- Lead welcome & connection pathway for newcomers at City of Light, helping them connect to our quarterly welcome lunch, groups, teams, neighborhood mission, and membership/confirmation.

Sunday Welcome Teams

- Lead Sunday teams that welcome worshipers and guests into City of Light including setup, welcome, scripture, & communion teams.
- Recruit, equip, schedule, and shepherd team leaders and teams for Sunday and special gatherings.
- Arrange rental logistics with Sunday worship space at Hill Elementary.
- Oversee the deposit of weekly Sunday giving.

Neighborhood Ministry Space

- Our 369 Ministry Space is across the street from Hill Elementary where we worship on Sunday mornings and in the heart of Aurora's diverse near West side neighborhood. It is

our base for mission during the week, serves our Sunday mobile church logistics, and supports our staff and teams.

- Maintain parish office database, calendar, and supplies at the 369 Ministry Space.

Partner with the Rector and Leader Team

- Support the Rector as he leads the staff team and parish in worship and mission.
- Be a part of the leader team equipping the church for multi-cultural mission in our neighborhoods

Knowledge, Skills and Abilities

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

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.
- Excited to become a member of our church community

To apply, please send resume and cover letter to trevor@cityoflightanglican.org.

GREGORY HOUSE RESIDENCY & FULL TIME OPTION

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 to find out more. The next residency cycle beginning Fall, 2025.

If desired, this position could increase to full-time with the option of health insurance through a Gregory House residency and personal fundraising. Fundraising coaching, training, and resources provided. Residents will work with supervisor to create fundraising vision for your ministry, a strategy to invite others to partner with you through prayer and giving, and materials to present your invitation primarily through one-on-one meetings. When they have reached 100% commitments, their position will officially begin. All giving partners must be outside of City of Light Anglican Church. Ongoing donor care is part of regular job responsibilities.