



Job Description

Director of Ministry & Operations

Start Date: February 1, 2026

Reports to: Father W. Trevor McMaken, Rector

Position: Full-time w/Benefits, total package \$50,000 - \$65,000 depending on experience.

Role: The Ministry Director will be a member of our pastoral team that brings holy order around the organic ministry of the church through Godly and creative oversight of Sunday morning teams and the administration of the staff and parish. The Ministry Director will enable the church to pursue its mission to be a family of neighbors, nations, and generations by bringing consistency and care to the ministry of the people of City of Light.

Skills: This person will be emotionally mature, relationally intelligent, internally motivated, naturally organized, and peacefully tenacious.

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 our average Sunday attendance is 118. We 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

Staff Oversight

- Support and equip staff for fruitful ministry to our church and neighborhood
- Hire non-pastoral staff including developing position descriptions, publicizing positions, and leading the interview process.
- Manage non-pastoral staff, currently Parish Administrator, Sunday Teams Coordinator, Temp Admin & Communications Assistant, Connections Coordinator, and Setup Team leader.
- Facilitate on-boarding of new staff. Review and enroll staff in payroll and, where eligible, benefits. Set-up access to e-mail, software, church building, equipment, and other items as appropriate. Facilitate staff departures as needed. Stop/transfer benefits, as appropriate. Rescind access to systems and facilities.
- Ensure proper documentation for each staff member: Position Description, Signed Letter of Hire, annual performance review, vacation time used, and employee signed letter documenting benefits.
- Receive and track vacation requests, sick days, prayer & study days, etc. from staff; approve or disapprove with the Rector; track vacation and sick leave used

Technology

- Manage the church's technology infrastructure, including software and hardware, staff devices, apps, and systems.
- Ensure full utilization of databases for volunteer coordination, team and group rosters, child-protection guardrails, attendance, financial reports, and other record keeping.

Facility

- Manage rental agreement and requests with Hill Elementary for our Sunday rental space
- Manage our lease, utilities, basic maintenance and supplies for our Ministry Space.
- Manage the upkeep of our mobile church trailer and equipment

Finance

- With Parish Accountant and Treasurer, manage costs and requests for reports.
- With Parish Accountant, Treasurer, and Rector, prepare the budget for Parish Council approval.
- With the Treasurer, manage savings and investments.
- Work with our insurance broker and Treasurer to coordinate healthcare benefits for eligible staff.
- Supervise our bookkeeper contracted through Belay

Partner with the Rector and Pastoral Team

- Member of pastoral team, vision, operation, strategy
- Support the Rector as he leads the staff team and parish in worship and mission.
- Work with Rector to execute long-term goals, staff priorities, and parish initiatives
- Lead staff meetings occasionally
- Recruit, equip, and release team leaders and members for parish and neighborhood ministry

Other Ministry Leadership

- Other ministry leadership depending on gifting and time, such as some of the following: preaching, group leading, pastoral care, community outreach, student ministry, disciple-making initiatives, etc.

Knowledge, Skills and Abilities

- Administrative leadership
- Warm Interpersonal skills
- Team building and leading experience
- Systems building
- Databases and technological proficiency
- Cross cultural competency
- Bilingual (English and Spanish) preferred

Special Considerations

- Paid work hours include vacation, study, and prayer days
- Regular hours include working on Sunday morning; during the week work from home options are available
- Excited to become a member of our church community

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