CORNERSTONE ANGLICAN CHURCH

5051 W Belle Plaine Avenue, Chicago, IL 60641 | cornerstoneanglican.com

JOB TITLE: PARISH ADMINISTRATOR

OVERVIEW

At Cornerstone Anglican Church, we strive to be a family of God on mission together to share God's love with our city. Along with our primary service in Chicago's Portage Park neighborhood, our church also currently offers a Sunday service at Park View Rehab Center, an assisted living facility in the Edgewater neighborhood.

POSITION SUMMARY

As a growing, multi-generational Anglican parish on Chicago's Northwest Side, we are seeking a candidate who will be a vital strategic partner in supporting the mission and ministry of Cornerstone under the supervision of our Rector (Lead Pastor), Fr. Kyle Oesch.

Our Parish Administrator provides crucial support for the day-to-day operations of the parish, including service and volunteer coordination, warm and effective communication, office and records management, administrative systems, and event support. The ideal candidate is highly organized, self-directed, collaborative, able to manage multiple priorities effectively, and embraces the beliefs, mission, and values of our parish.

We are especially interested in a candidate with an appetite for development in ministry: someone who is growth-focused, able to build and execute, and eager to gain more experience in the administrative and leadership work of a local church. This person will work closely with the Rector, contributing to broader parish priorities as trust and capacity develop.

Duties will include, but are not necessarily limited to, the following:

DUTIES AND RESPONSIBILITIES

Coordinate Worship Service Details

- Provide on-site support for Sunday worship services, including assigned responsibilities and filling coverage gaps as needed.
- Create and maintain serving-team volunteer schedules and arrange substitute coverage as needed.
- Assist staff and ministry leaders with volunteer recruitment, onboarding, and training.

- Ensure that visitors who complete a visitor interest card receive timely follow-up after a worship service.
- Print worship guides and other materials needed for Sunday and special services.
- Compose and print the Cornerstone – Edgewater worship guide in collaboration with the Pastor of Missional Formation.

Provide "Front Office" Support

- Monitor parish email, phone, and mail; respond to or route inquiries in a warm and timely manner.
- Serve as a welcoming and helpful point of contact for parishioners, visitors, volunteers, and others interacting with the church, including in-person office hours (hours to be determined in collaboration with the Rector).
- Maintain office supplies and organize electronic and physical administrative records.

Data and Financial Tracking/Recording

- Maintain and administer church management software to ensure accurate member, attender, visitor, and volunteer information and records.
- Maintain weekly service attendance and sacramental records for parish reporting.
- Maintain assigned contracts and leases and coordinate related administrative needs.
- Deposit physical tithes and offerings received from weekly worship services.
- Assist with parish financial tracking, purchasing, and financial reporting as needed.
- Develop and/or maintain administrative SOPs, templates, and process documents to support continuity in church operations.

Assist with Special Events Coordination

- Provide administrative and logistical support for parish events; this may include participant communications, registration, food or catering coordination, securing supplies, and/or other needs as appropriate.

Rector and Staff Support

- Attend weekly staff meeting on Tuesdays (10:30am – 12pm).
- Meet regularly with the Rector to review priorities and administrative needs.
- Attend Parish prayer on Tuesdays (9:30am - 10:30am) whenever possible.
- Provide administrative support for agreed parish priorities and projects.
- Other duties may be assigned as discussed and agreed upon with the Rector.

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QUALIFICATIONS

- Bachelor's degree (or five years of relevant professional experience).
- Minimum of two years of work experience, preferably including office management and/or administrative support in a church or nonprofit organization.
- Mature, active, and growing relationship with Jesus; dedication to spiritual growth of self and others.
- Willingness to become a worshiping member of Cornerstone if hired.
- Strong love of God and people and willingness to work collaboratively with staff, ministry leaders, and volunteers.
- Strong organizational and time-management skills, attention to detail, and ability to manage competing priorities independently.
- Excellent written and verbal communication skills and the ability to interact warmly and professionally with parishioners, visitors, volunteers, staff, and others.
- Sound judgment and discretion in handling personal, financial, and other confidential information.
- Strong proficiency with Microsoft Office and Google Workspace and comfort learning and administering web-based systems.
- Interest in growing in ministry and gaining broader experience in church leadership, paired with the initiative to carry ideas and projects through to completion.
- Experience with Tithely or comparable church management software preferred.
- Bilingual (English and Spanish) desired but not required.

STARTING HOURS: Part-time, 15 hours per week, Sunday–Thursday. The position includes 15 working days of flexible leave annually, including up to four Sundays. Some flexibility may be required during significant seasons and events in the parish year. *Regular office hours and in-person work expectations will be determined based on the candidate's availability and the needs of the church.*

STARTING SALARY: $22-25/hour, paid monthly.

APPLICATION: To apply, please send your resume and a brief cover letter describing why you believe you are a good fit for this job to office@cornerstoneanglican.com. Please include the job title in the subject line for ease of reference.