

# Operations Director

## Job Description

### Position Objective

The Operations Director will fuel congregational vitality and enrich Christian leaders by shaping the future of Church Anew, a dynamic and rapidly growing ministry of St. Andrew Lutheran Church. The Operations Director will support all operations of Church Anew, including our worship resources, blogs, events, and grant initiatives.



With financial support from two major national grant initiatives, this role will inspire a robust congregational staff, several key contractors, and hundreds of contributors across the country, producing original resources and building events that spark creativity and engagement. By convening support from institutions across the nation and visionary contributors, the Operations Director will renew the Body of Christ through a groundswell of grassroots initiatives, programs, products, resources, ideas, gatherings and convenings.

The Operations Director will report to the Church Anew Director with occasional work direction from St. Andrew's Senior Pastor, as well as collaborating with Church Anew's Strategic Leadership Team.

### About St. Andrew

Church Anew is a vital ministry of St. Andrew Lutheran Church in Eden Prairie, Minnesota, a congregation of the Evangelical Lutheran Church in America. Serving more than 7,000 members in the Twin Cities and around the nation, St. Andrew is moving our community to "Live out our Faith in Daily Life." Rooted in Christ, we are nurturing the future of faith by cultivating beloved community, encouraging faithful curiosity, and equipping all as servant leaders.

### About Church Anew

In this ongoing season of disruption and decline of institutional Christianity, thousands of Christian leaders in North America from dozens of denominational affiliations trust Church Anew as a trusted guide. Emerging change-makers and established national visionaries have been delivering weekly blog posts, email newsletters, virtual and in-person gatherings, and groundbreaking ready-made resources. Church Anew is filling a gap for ministry resources and seeing growth and impact on every marker. We now serve more than 1,500 congregations, 6,000 Christian leaders who have attended events or purchased resources, and a global audience of more than 450,000 unique visitors to our website. As a testament to our vitality, Church Anew is leading and partnering in two major initiatives funded by Lilly Endowment, Inc.: (a) Compelling Preaching Initiative, in partnership with St. Luke's Episcopal Church in Atlanta to cultivate networks of BIPOC preachers; and (b) Thriving Congregations Initiative to transform the trajectory of ELCA congregations over the next five years through resource generation and intensive coaching. Rooted in a vibrant ELCA congregation at St. Andrew Lutheran Church, our ministry represents the rich diversity of North American Christianity in race, ethnicity, age, gender, sexual orientation, perspective, socio-economic status, and education. Church Anew is an established leader and a trusted guide for diverse expressions of Christian practice across North America.

### Responsibilities

#### Design and Implement Effective Processes for Sustainable Growth

- Build trust with contributors through inclusivity and acceptance, gracious welcome, and responsiveness

- Create a framework around the operational bones of Church Anew with nimble and efficient documentation, simple procedures, and judicious processes
- Ensure that Church Anew aligns and partners with St. Andrew staff to create impactful support of the innovation that this congregation fuels across the world through Church Anew
- Actively seek out new digital tools, media, and programs that spark opportunity for deeper engagement with Christian leaders and congregations
- Ownership of detailed tasks including expense tracking and report submission, survey implementation, budget maintenance, copyediting resources, and feedback analysis
- Supervise Church Anew interns by affirming their gifts and matching their potential to Church Anew's developing needs

## Produce Resources for Christian Leaders

- Build diverse and creative teams who express fresh perspective on Christian faith that resonates with the real-life experiences of a wide demographic of denominational expressions and ministry contexts
- Elicit feedback on our resources through social media, interviews, focus groups, surveys and other methods to engage Christian leaders who use them
- Iterate design processes and products that ensure desired outcomes of the Christian leaders who rely on our resources
- Manage intersecting and overlapping production and editorial timelines to deliver timely resources that are fresh and resonate across diverse Christian communities
- Collaborate with a variety of consultants to create graphics, video, and design, to ensure that each of our resources showcase excellent production value and delight ministry leaders and people of faith
- Recruit partners in synods, diocese, publishing houses, and seminaries to host our events and spark growth in our network of Christian leaders and renewal among faith communities nationwide

## Curate Transformative Gatherings

- Cultivate in-person and digital events that enrich Christian leaders through meaningful connection, robust theology, abundant hospitality, essential skill-building, and vision for the church that is unfolding
- Scout potential speakers and contributors, measure platform and prospective event engagement, and establish a timeline for recruitment of rising voices and established speakers
- Inspire volunteer teams to foster Christian leaders through gratitude, efficient communication, and relational support
- Develop and sustain timelines for concept development, event marketing, speaker recruitment, hospitality planning, volunteer engagement, and event implementation
- Recruit partners and sponsors to underwrite event expenses and support growth in attendance at each gathering

## Implement and Manage Major Grant Programs

- Collaborate with Enfleshing Witness team to implement cohort gatherings for BIPOC preachers from all over the nation, offering technical and logistical support and organizational management
- Support Thriving Congregations grant through logistical support, event planning, expense reporting, budget management, and managing a variety of contracted specialists
- Manage grants assessment, gathering data from program participants and other stakeholders, and ensuring timely grant request submission by collaborating with Church Anew Director and other key stakeholders.

## Preferred Qualifications

- Master's Degree in theology or writing or leadership; or at least ten years of experience in congregational or other faith-based leadership

- Exceptional verbal and written communication skills
- Grant administration experience is a plus
- Experience in managing budgets, following policies and procedures in a large organization, and creating cost-conscious programming
- Ability to present to a wide variety of groups including large audiences, webinars, public forums, and congregational settings
- Excellent organizational skills including proven track-record of managing multiple priorities simultaneously
- Intercultural competence, awareness of internal biases and commitment to building relationships across cultural, racial, ethnic, socioeconomic, gender, sexuality, and religious differences
- Demonstrated ability of developing, growing, and maintaining a platform that utilizes social media and other strategies to deepen engagement
- Experience with web-based media platforms and tools including blogging, video, and podcasting

The Operations Director is a full-time role and is eligible for St. Andrew Lutheran Church's full suite of full-time benefits, including PTO, Life Insurance and Disability as well as Medical, Dental and Vision. St. Andrew also contributes 6% of the annual salary towards the 403B plan.

St. Andrew Lutheran Church is an equal opportunity employer commitment to providing equal employment opportunities for all applicants and employees, regardless of race, religion, gender, national origin, age, disability, marital status, or veteran status.