

St. Peter's Chelsea

Director of Operations

Job Description

*See, I am doing a new thing; now it springs forth, do you not perceive it?
I am making a way in the wilderness and rivers in the desert. - Isaiah 43:19*

*And the one who was seated on the throne said,
"See, I am making all things new!" - Revelation 21:5*

Background:

St. Peter's Episcopal Church, Chelsea is a historic congregation that grew out of the General Theological Seminary where faculty, students and neighborhood residents gathered for Sunday worship in the early 1800s. The land on which St. Peter's stands was given by Clement Clarke Moore from his family estate. Moore is best remembered for creating the classic Christmas poem known as *The Night Before Christmas*. The church was consecrated in 1838 and has stood as a resilient presence in the neighborhood, welcoming and serving the neighborhood ever since.

In this new season, the leadership is embarking on a bold vision to revitalize St. Peter's so that we can renew our city with the good news of God's love shown to us in Christ. The vestry voted to call the Rev. Christine Lee who came in October 2019 with a group of 25 new members to join the existing congregation (about 20 active members at the time). In January 2020, we were commissioned by Bishop Allen Shin to form a new community at St. Peter's. And then the pandemic hit in March. During this challenging time, God's grace has been on us. New people have been added to our number. Connections have been strengthened. As we step back into in-person gatherings, there is a sense of openness and hopeful expectation about what God has for us in the season ahead.

Right now, St. Peter's has more of the feel and energy of a start-up (albeit a 190-year old one!) than an established institution, and will require leadership that is visionary, creative, adaptable, resourceful, spiritually discerning and relationally deft.

Job description:

We are seeking a full-time Director of Operations (DO) to serve as a trusted ministry partner for the Priest-in-Charge (PiC) in this next phase of ministry. Our focus is on building a foundation of health -- spiritual, organizational and financial. The DO will oversee the day-to-day operations and administration of St. Peter's, working with the PiC to build the infrastructure and systems needed to cultivate health at St. Peter's. This is essential to St. Peter's call and vocation of following Jesus and becoming fishers of people (Matthew 4:19).

The DO is someone who loves to bring order and clarity out of chaos. This is a time of learning and evaluating what has been while also creating what is "not yet." The DO is extremely detail-oriented, noticing what others do not and able to track with big picture priorities while moving smaller details forward. They have an ability to intuit/identify what is needed in any given situation, execute on proposed solutions, whether that is how to better serve families or what to do about storage. This is a season of all hands on deck and there is no task too humble for the DO. In areas where they lack experience, they are quick and proactive in their learning, exhibiting the grit and persistence necessary to get the job done.

The DO will be responsible for:

- **Operationalizing the Ministries:** Ensure the church is operationally strong through thoughtful, well-executed planning and coordination of church activities in partnership with clergy, staff and volunteers.
- **Managing the Office:** Equip the office with supplies, equipment and support needed for the church to function effectively.
- **Stewarding the Space:** Oversee the cultivation and management of a clean, safe, aesthetically pleasing and hospitable environment in partnership with the sexton, support staff and contractors (when necessary).
- **Coordinating the Finances:** Work with the bookkeepers and treasurer to provide accurate accounting, timely payments and acknowledgements in supporting faithful stewardship of the church's financial resources.
- **Streamlining the Communication:** Ensure that internal and external communications are effective in connecting people to necessary information and opportunities.

Qualifications for the Director of Operations:

- A life of faith and commitment to spiritual practices and rhythms of prayer that ground their service and leadership in a growing relationship with God.
- Commitment to the apostolic and adventurous call of the church to follow Jesus into God's dream of renewing all things in Christ.
- Proven track record of operational and organizational management (this includes management of a household/family).
- Ability to direct, produce, and arrange as needed.
- Ability to gather people and organize them for a shared task.
- Unflappable in the face of formidable challenges.
- Ability to lead, contribute and thrive in a context of change and uncertainty.
- Demonstrate self-awareness, emotional health/intelligence, mature character.
- Know how to engage in healthy conflict with respect, honesty and love.
- Technologically proficient.

If interested in this position, please send a cover letter and resume portfolio to the Rev. Christine Lee at jobs@stpeterschelsea.org. No calls or unsolicited emails please. We will only respond to those candidates we wish to interview and will contact them within 10 days time.