



Restoration Anglican Church

Job Description

Position Title: Administrative Coordinator

Reports To: Lead Pastor

Position Type: Part-Time | 20 hours/week | Hourly

Restoration Anglican Church – Colorado Springs, CO

Overview

The Administrative Coordinator provides organizational, administrative, and operational support to the Lead Pastor and staff team of Restoration Anglican Church. This person helps create the administrative structures, systems, and rhythms that enable our staff team to flourish in their ministry to the church family.

The Administrative Coordinator serves the mission of the church by helping the church operate with clarity, consistency, hospitality, and care. This role requires more than completing assigned tasks. The ideal candidate anticipates needs, builds dependable systems, communicates clearly, exercises sound judgment, and follows through on responsibilities with increasing independence.

The Administrative Coordinator will work closely with the Lead Pastor and collaborate with pastoral staff, ministry leaders, apprentices, interns, volunteers, and other members of the Restoration community. This person will help the church's administrative practices keep pace with its growth while preserving the relational, prayerful, and communal character of our life together.

Soul Care & Formation

- Practice a weekly Sabbath (no church work one day per week)
- Maintain regular rhythms of prayer, Scripture, and spiritual friendship
- Participate in the weekly Sunday worship service
- Practice sustainable work rhythms, communicating clearly about capacity, priorities, and commitments.
- Take appropriate annual vacation and leave, with arrangements established in accordance with church policy and the agreed employment terms.



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Primary Responsibilities

1. Leadership and Staff Support (40%)

Provide proactive administrative support that helps the Lead Pastor and pastoral staff focus on their primary responsibilities of prayer, proclamation, pastoral care, discipleship, and leadership.

- Meet regularly with the Lead Pastor for direction, prioritization, and role development.
- Manage calendars, schedule meetings, coordinate appointments for the Lead Pastor.
- Help coordinate the Lead Pastor's administrative responsibilities and correspondence.
- Participate in staff meetings and appropriate leadership environments.
- Prepare meeting agendas, gather materials, record action items, and follow up on outstanding responsibilities as needed.
- Support staff meetings, planning sessions, and other collaborative environments.
- Assist pastoral staff with scheduling, communications, and administrative tasks.
- Anticipate needs, identify gaps, and take initiative to resolve administrative challenges.
- Handle confidential information with discretion, maturity, and appropriate care.
- Approach coworkers with humility, kindness, honesty, and a willingness to give and receive feedback.
- Communicate clearly when priorities conflict, deadlines are at risk, or additional direction is needed.
- Perform other duties reasonably related to the position as assigned by the Lead Pastor.

2. Church Operations, Systems, and Administration (30%)

Maintain clear, dependable administrative systems that support the ongoing life and growth of Restoration Anglican Church.

- Maintain and improve administrative processes, calendars and files.
- Manage church databases and ministry workflows using Planning Center
- Assist with maintaining accurate church records
- Coordinate routine processes, including weekly printing for weekend services.
- Help identify inefficient or unclear processes and recommend practical improvements as the church grows.
- Maintain systems that support continuity and ensure that important information does not depend solely on any one person's memory.



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3. Ministry Coordination and Next Steps (15%)

Help ministry leaders coordinate the practical details that enable people to find people, place, and purpose in the life of Restoration.

- Provide administrative support for Next Steps, including newcomer follow-up, Welcome Dinners, connection forms, and communication with people exploring involvement.
- Help ensure that newcomers and participants receive timely communication and that appropriate follow-up responsibilities are completed.
- Help coordinate the administrative processes that connect people with Meal Groups, spiritual formation opportunities, serving teams, and other ministries.
- Support the planning and coordination of church events, ministry gatherings, retreats, training opportunities, and special services.
- Assist with event logistics, registration, scheduling, volunteer communication, and follow-up.
- Assist with the administrative needs of ministry leaders as they recruit, equip, and support volunteers.
- Work collaboratively with ministry leaders while respecting their ownership of ministry vision, pastoral care, and leadership decisions.

4. Communication, Documentation, and Information Management (10%)

Help the staff team communicate clearly and maintain reliable organizational information.

- Assist with internal staff communications, meeting notes, announcements, and administrative updates.
- Prepare and format documents, forms, schedules, reports, and other materials as needed.
- Coordinate information and deadlines across ministry areas so that staff members know what is needed and when.
- Assist with preparing information for Church Council meetings as requested.
- Work with the Communications Director and other staff members to coordinate administrative information that supports church-wide communication.



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5. Safe Church Administration (5%)

Serve on the Safe Church team by maintaining the administrative systems necessary to protect children, students, and vulnerable adults and to uphold the Safe Church Policy.

- Coordinate the administrative process for applications, background checks, policy acknowledgments, and MinistrySafe training for applicable staff and volunteers.
- Track completion dates, outstanding requirements, renewals, and other compliance-related tasks.
- Communicate clearly with staff and volunteers about required steps, deadlines, and documentation before they begin or continue serving in applicable ministries.
- Maintain secure, appropriately restricted records of safeguarding documentation.

Qualifications

Personal Character

- A growing relationship with Jesus Christ and a desire to participate in the life & mission of the Church.
- A commitment to Restoration's vision, mission, values, and communal way of life.
- Strong interpersonal skills, emotional maturity, and the ability to work well with people from different backgrounds and experiences.
- A high degree of integrity and discretion when handling confidential or sensitive information.
- A willingness to receive feedback, learn new systems, and adapt as the church continues to grow.

Experience and Skills

- Three - Five years of relevant administrative, organizational, or operational experience.
- Experience working in a church, nonprofit, or ministry environment is preferred.
- Experience managing multiple responsibilities, coordinating schedules, tracking deadlines, and following projects through to completion.
- Strong written and verbal communication skills.
- Demonstrated ability to work independently, anticipate needs, exercise sound judgment, and seek clarification when appropriate.
- Strong organizational skills and careful attention to detail.
- Ability to handle confidential information and maintain appropriate boundaries.
- Experience with church management software, particularly Planning Center, is preferred.



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Work Hours and Compensation

- **Hours:** Part-time. Expected 20hrs per week.
- **Schedule:** Work hours will be Monday, Tuesday, and Thursday and will include appropriate availability for staff meetings and occasional church events or activities outside standard weekday hours.
- **Work Location:** Primarily on-site at Restoration Anglican Church with some flexibility for appropriate administrative work elsewhere as approved by the Lead Pastor.
- **Compensation:** This position is approved for an hourly range of \$24 to \$26 an hour based on past experience and skillset
- **Supervision:** Reports directly to the Lead Pastor of Restoration Anglican Church.

How to Apply

Send your resume, a short spiritual autobiography, and a statement of interest to eric.chesney@restorationcos.org