

# **Friday Epistle Job Line**

*January 30, 2012*

## **Lay Ministry Director**

**New 01/30/2012**

Shepherd of the lake Lutheran Church in Prior Lake is seeking a Lay Ministry Director. Find full details at [www.nacbancc.org/images/SOLLCLayMinistryDirector.pdf](http://www.nacbancc.org/images/SOLLCLayMinistryDirector.pdf).

## **Business Administrator**

**New 01/30/2012**

Christ the King Lutheran Church – New Brighton, MN

Part-time

Posted: January 20, 2012

The Business Administrator (BA) is responsible for the management of finance, accounting and budgeting, insurance, human resources and information technology. This is a part-time position, typically 20 – 25 hours per week with variations for month end, year end, and seasonal aspects (budgeting, audit, etc.). Most hours are daytime, with occasional evening and weekend requirements. BA supervises a part-time bookkeeper.

The ideal candidate will possess the following skills and experience:

- At least five years accounting experience with strong understanding of nonprofit accounting principles, including working with restricted and designated funds
- Proficiency with computerized accounting systems required, preferably with Microsoft Dynamics/Great Plains
- Expertise in accounting, budgeting, cash flow management, financial reporting and preparing for compilations/reviews/audits
- Accounting degree preferred
- Ability to communicate effectively about financial information to non-financial staff and volunteers
- Broad general business experience covering payroll, HR, technology and insurance

Go to [lifeatctk.org](http://lifeatctk.org) for a detailed job description. Send resumes to BA Search Committee Chair at [sstone@usps.gov](mailto:sstone@usps.gov)

## **Office Assistant- 20 Hours**

**New 01/20/2012**

General office duties. CMS experience a plus. Proficient in Microsoft Office essential. Work with a wonderful staff which includes a business manager and communications specialist in a medium size United Methodist Church. Please send resume to

Advent UMC

3945 Lexington Ave S.

Eagan MN 55123

[judy.zabel@gmail.com](mailto:judy.zabel@gmail.com)

## **Full-Time Custodian**

**New 1/4/2012**

Plymouth Congregational Church has 1 Full-Time Custodial position available. 1:30-10:00pm, Sat.-Wed. Applicants must have previous custodial experience, and be willing serve on a team of trained professionals. Primary responsibilities will be cleaning and set ups for church events. Competitive salary and full benefits. Send resumes to [maint@plymouth.org](mailto:maint@plymouth.org) .

Plymouth Congregational Church

1900 Nicollet Ave

Minneapolis, MN 55403-3746

## Office Assistant

New 01/16/2012

The House of Hope Presbyterian Church in Saint Paul, MN, has an opening for a full-time office assistant. This position has a flexible hours schedule and will include work on Sunday morning. Responsibilities include general office support, creating and maintaining member database, creating lists, reports and mail merges. Education/experience includes:

- Two-years' experience in a professional office setting
- Microsoft Office Suite experience at the intermediate level
- Update and maintain information on a website
- Strong verbal and written communication skills
- Good math or basic accounting skills
- Effective time management and prioritization skill
- Ability to accurately proofread documents and material

A complete job description can be found on our website at [www.hohchurch.org](http://www.hohchurch.org)

Send resume and letter of interest to

**Diane Smith**

The House of Hope Presbyterian Church

797 Summit Ave.

Saint Paul, MN 55105

[dianes@hohchurch.org](mailto:dianes@hohchurch.org)

## Seeking Situation

Due to new budgetary concerns, I have been laid off from Cabrini Partnership. Thus, I am forwarding to you my resume for your review and consideration.

I would look forward to any networking opportunities that you might connect me to and would suggest that my core career options are centered around;

- Job Development and Supervision
- Volunteer Management
- Training
- Organizational Resource Management and Development
- Business to Business Sales
- Offender Re-Entry
- Pastoral Ministry Outreach

Please see my resume at [www.nacbancc.org/doc/AxtmanResume.pdf](http://www.nacbancc.org/doc/AxtmanResume.pdf).

Thank you and have a Happy New Year!!!

**Leon Axtman**

2510 Geranium Ave. E.

Maplewood, MN 55119-3643

(651) 731-4954

*Please send your open job ad to [FridayEpistle@nacbancc.org](mailto:FridayEpistle@nacbancc.org). Unless requested otherwise, I normally remove ads when they exceed a month old. – Craig Wiester, Editor*

### **Job Seekers!**

***Be sure to check the denominational web sites below. They list jobs we mayn't know about. Blessings!***

#### **Denominational Job Web Sites**

**Minneapolis Area Synod of the Evangelical Lutheran Church in America**

<http://www.mpls-synod.org/resources/jobs>

**Saint Paul Area Synod of the Evangelical Lutheran Church in America**

<http://www.spas-elca.org/job-openings>

**Catholic Archdiocese of Minneapolis and Saint Paul**

<http://www.archspm.org/about/careers.php>

**Minnesota Annual Conference of the United Methodist Church**

<http://www.minnesotaumc.org> , click on "Classifieds", click on "Positions Available".

**Luther Seminary** - [www.luthersem.edu/employment/](http://www.luthersem.edu/employment/)

**Augsburg College** - [www.augsburg.edu/hr/staff](http://www.augsburg.edu/hr/staff)

**Minnesota Council of Non-Profits** - [www.mncn.org/jobs](http://www.mncn.org/jobs)

#### **About Us**

The Friday Job Line, a service of the weekly Friday Epistle, is a project of the North Central Chapter of NACBA, the National Association of Church Business Administration. It's a free service for church administrators and is available to anyone who wants it. Feel free to pass this document to anyone who may be interested.

To post a listing on the Friday Job Line, send your item, as you wish it worded, to [FridayEpistle@nacbancc.org](mailto:FridayEpistle@nacbancc.org). (You may also subscribe to the weekly Friday Epistle by sending your e-mail address to that same address.)

If you have a lengthy job description, send it along, but send a brief introductory paragraph as well. We will then make the longer document a "clickable" item, rather than list it in the main body of the Friday Job Line.

*Be sure to let us know when to remove your ad.*

Check out our web site at [www.nacbancc.org](http://www.nacbancc.org).