

Friday Epistle Job Line

Posted August 23, 2010

PT Interim Director Of Music

New 8/23/10

We are a downtown church in the midst of an exciting period of transformation and revitalization. We are looking for a proficient organist and pianist – an excellent musician – who enjoys a variety of music and can help our congregation sing hymns with confidence. Responsibilities include: one Sunday worship service, coordinating with occasional outside musical groups, and leading a choir. For information about the organ, the church and full job description, see our website www.cpcstpaul.org. Position available now. Resumes will be received until September 10. For more information, please contact me.

Rev. David Colby

Central Presbyterian Church
500 Cedar Street
Saint Paul MN 55101-2245
(651) 224-4728 ext. 102
(651) 291-1469 - fax
dcolby@cpcstpaul.org

Church Administrator

New 8/19/10

40 hrs/week, benefits, Pilgrim Lutheran Church, Saint Paul (in the Macalester-Groveland neighborhood). Preferred: At least 3 years previous experience with church administration and/or church office employment. Open until filled. To apply, send letter & resume to personnelatpilgrim@gmail.com. For questions, call Pastor Carol Tomer at (651) 699-6886.

Director of Modern Worship Needed

New 8/10/10

Calvary Lutheran Church of Golden Valley seeks a Director of Modern Worship. In this FT position you'll be an essential member of a dynamic team that forges engaging worship for Calvary's youth and young adult environments (Wednesday and Sunday evenings), and you'll help to disciple young people through directing the youth choir. In addition you will work with our Worship Director and pastoral staff on our Sunday morning Modern Worship Service. Qualifications include Superior vocal and instrumental skills (guitar or piano), Proven ability to lead musical teams in worship, Demonstrated ability to organize details, schedules, and volunteers, Strong record of collaboration as part of a ministry team, Ability to read music, direct choirs, and lead musicians of varied levels of ability, Proven maturity and Christian character in the areas of boundaries, conflict resolution, discipleship, and confidentiality. A complete job description is at www.nacbancc.org/images/DirectorOfModernWorship.pdf. To apply please email resume to jobs@calvary.org.

Part-Time Payroll Expert Needed

New 8/10/10

The Master's Institute (MI), a non-profit seminary, located in Roseville on Rice Street, is looking for someone that knows Quickbooks, can do payroll, payroll taxes, annual reports, W2s and 1099s and maybe the 990. Payroll is every other week and the position averages out to about 10 hours a month not including 990 time. We also have a sister company that would need the same types of services but about 5 hours a month. If this is something that might interest you please contact me.

Wanda Newgren

MI Seminary Coordinator

The Master's Institute

(651) 765-9756

info@themastersinstitute.org

Publications Coordinator

New 7/13/10

Saint Marks Lutheran Church, North Saint Paul, is seeking a Publications Coordinator, part-time (25 hrs/week). Develop internal and external print and electronic communications with accurate copywriting and professional level design that represents the church's mission and goals. Experience in graphic arts, website management and print media design skills required. Complete job description and application at www.stmarks-nsp.org. To apply, send application, resume and cover letter to kathya@stmarks-nsp.org.

Applicants selected for interview will be asked to bring a portfolio of their recent work.

Kathy Arveson

Saint Marks Lutheran Church

2499 North Helen Street

North Saint Paul, MN 55109-2447

(651) 777-7451

kathya@stmarks-nsp.org

To create a listing on the Job Line, please e-mail complete information to 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://spas-elca.org/congregations/joblist.php>

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/

Augsburg College - www.augsburg.edu/hr/staff

Minnesota Council of Non-Profits - 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. (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.