



## **Administrative Resident**

7.09.2023

**Positional Expectations:** The Administrative Resident comes alongside the staff of Arise Church to provide assistance in the day-to-day operations and help our church run as efficiently as possible.

**The Why:** As a Denver Seminary student, this residency provides practical experience in church ministry, gives you a context to put your learning into practice, and helps Arise in its mission to help people follow Jesus.

### **Roles and Responsibilities**

#### **Support Church Operations:**

- Assist the Associate, Lead Pastor, and other church staff with administrative tasks and responsibilities.
- Coordinate and manage the church calendar, including scheduling meetings, events, and appointments.
- Oversee office management, ensuring that office supplies are stocked and office equipment is maintained.
- Manages the front desk when present and responds to emails, phone calls, and other inquiries promptly and professionally.

#### **Administrative Support:**

- Maintain accurate records, including membership databases, attendance records, and other important documents.
- Prepare and help distribute church communications, including newsletters, mailers, and social media updates.
- Assist with financial administration, including processing invoices, tracking expenses, and coordinating with the finance team.
- Manage the distribution of online sermon content
- Support the development and implementation of administrative policies and procedures to enhance efficiency and effectiveness.
- Jump into help with all-hands-on-deck events (Christmas Eve, Easter, Shine Awards, etc.).
- Perform all other duties as assigned by the Associate Pastor

#### **Ministry Equipping:**

- Gain practical ministry experience in different ministry areas of your choosing such as worship, next-gen, local and global outreach, groups, etc.
- Meet weekly in 1:1 with the Associate Pastor for training, development, and integration of seminary studies into ministry work
- Read and discuss one book with other residents at monthly Ministry Development meetings
- Attend weekly all-staff meetings (Monday afternoons)

### **Qualifications**

- Proficient with technology
- Organized & detail-oriented
- Friendly
- Follower of Jesus:
  - Growing in love for God and his people.
  - Committed to developing a personal relationship with Jesus.
- Member of Arise Church:
  - Attends regularly, participates in a community group, serves somewhere, tithes generously, and maintains integrity.

### **Reports:**

- Reports to: Associate Pastor

### **Classifications**

- 20 hours per week - stipend exempt

### **Salary and benefits**

- \$5,500 per academic semester

**TO APPLY:** Email resume to [strapp@arisedenver.com](mailto:strapp@arisedenver.com)