

Operations Coordinator

All Saints Anglican Church | Amesbury, MA

Part-Time: 20 hours per week

Reports to: Bishop In Residence & Assistant Pastor

All Saints Anglican Church is seeking a highly organized, detail-oriented, and mission-minded Operations Coordinator to support the administrative, financial, communications, and event needs of our growing church community.

This role is essential to the life and ministry of All Saints. The Operations Coordinator will work closely with the Assistant Pastor to ensure that the day-to-day operations of the church run smoothly so that clergy, staff, ministry leaders, volunteers, and parishioners are well-supported and equipped for ministry. The ideal candidate will be flexible, proactive, gracious in communication, and able to move easily between big-picture coordination and detailed administrative execution.

Key Responsibilities

Administration & Financial Support

The Operations Coordinator will help manage the administrative systems and rhythms that support the life of the parish.

- Managing the church calendar and coordinating room usage, meetings, events, and ministry activities
- Coordinating with Junior and Senior Sextons, and ministry leaders regarding facilities reservations
- Supporting vestry and cross-ministry coordination
- Receiving, sorting, and distributing mail, packages, and deliveries
- Maintaining bookkeeping systems by uploading bills and feeding information to the Treasurer
- Managing bills, honoraria, reimbursements, and vendor communications
- Handling purchasing for non-property-related ministry needs, including office supplies, coffee, hospitality supplies, sound needs, and other ministry materials
- Assisting with the administration of Planning Center Online and Church Center

Communications

The Operations Coordinator will serve as a central communications hub for the church office, ministry leaders, volunteers, and the broader parish.

- Managing the church office email, phone, voicemail, and office supplies
- Maintaining and updating the parish directory and subscriber lists in Planning Center and Mailchimp
- Liaising with vestry members and ministry leaders
- Supporting volunteer communications, coordination, and churchwide volunteer training
- Serving as a communications point of contact for ministry team leaders
- Designing small promotional print materials for church communications

Worship & Visual Support

The Operations Coordinator will help support the visual and liturgical needs of Sunday worship and other gatherings.

Responsibilities include:

- Collaborating with clergy and staff in the preparation and distribution of worship service materials
- Serving as the lead coordinator for the visual team
- Scheduling visual team volunteers and helping onboard new team members
- Building weekly Sunday morning slide decks
- Creating Sunday announcement slides

Event Coordination

The Operations Coordinator will help plan, coordinate, and support churchwide gatherings and special events.

Responsibilities include:

- Preparing for and administering Sunday worship gatherings, seasonal services, and church programs
- Oversee event management for gatherings such as Alpha, Newcomers Luncheons, Annual Meetings, and other parish events
- Serving as the primary point person for churchwide events, including coordination with staff, volunteers, vendors, and ministry leaders
- Managing catering orders, event-related purchases, and event logistics
- Serving as the site coordinator for weddings, funerals, special events, and diocesan events hosted by All Saints, unless another site coordinator is appointed
- Managing facilities-use requests

Qualifications & Desired Qualities

The ideal candidate will demonstrate:

- Strong administrative, organizational, and communication skills
- Flexibility and adaptability in a dynamic ministry environment
- Ability to work well under pressure and meet deadlines
- A patient, generous, and professional tone in written and verbal communication
- Ability to understand big-picture vision while faithfully executing details
- Attention to detail and the ability to manage multiple projects at once
- Comfort working with church staff, clergy, vestry members, volunteers, vendors, and parishioners
- Familiarity with Planning Center Online, Mailchimp, Google Workspace, Canva, or similar platforms preferred
- Graphic design or visual communications experience preferred
- Prior experience in church, nonprofit, administrative, or event coordination work preferred

Hours & Compensation

This is a part-time position requiring approximately **20 hours per week**. Compensation will be commensurate with experience and responsibilities.

To Apply

Interested applicants should submit a resume and brief cover letter describing their relevant experience and interest in the role to: nick@allsaintsamesbury.org