

OPPORTUNITY PROFILE

Office Manager

HISTORY

In 1968 ten families took a leap of faith and began praying over their shared dream of establishing a church in the northeast suburbs. They began meeting for worship at an elementary school in 1969. Lakewood Evangelical Free Church was officially chartered by the State of Minnesota and formally recognized as part of the Evangelical Free Church of America in 1972. A search for a permanent home resulted in the construction of a portion of our former facility, which was completed in the spring of 1973.

As Lakewood's people lived out their commitment to minister to the surrounding community, the congregation experienced significant growth during the 1980's. Space was proving to be inadequate for the quality ministries the church sought to provide. The decision was made to expand the facility to accommodate the additional growth that was anticipated. Phase I of a new addition was completed in 1986. When it came time to consider the second phase, it became apparent that the current site was too small.

If Lakewood was to continue to expand its ministry and enlarge its impact on the surrounding community, a new location was needed. Recognizing the future need, the faithful people of Lakewood voted in 1996 to purchase 108 acres of land and relocate to a larger property in Lake Elmo that offered nearly unlimited potential for future ministry. Through the prayers and sacrificial giving of the people of Lakewood, God miraculously provided the \$1 million needed to purchase the land. After many years of working with the city, our new facility was completed and our first Sunday was held in July of 2007. The church also changed our name from Lakewood Evangelical Free Church to Rockpoint Church prior to our move so that we would be ready to launch our ministry into a new region.

Countless prayers and sacrificial giving of time, talents and treasures has been a rich history of our church. Based on God's faithfulness in our past, our humble dependence on Him, our leadership has felt the prompting of the Holy Spirit to pursue a new work of God locally and globally. As we now embark on the future of Rockpoint with God's vision, we believe that God will do a new and fresh work in the lives of each person, our community, the Northeast Metro area of the Twin Cities, our nation and around the World.

We invite you to visit the church web site www.rockpoint.church where you will find more information about Rockpoint Church. Our Mission is to Multiple Disciples through a Healthy Church. Our Discipleship Model is to help people move from knowing Jesus, to grow in Him and help others do the same.

GOVERNANCE

Rockpoint Church is part of the Evangelical Free Church of America. We are congregationally led. What that means for us is that we bring before the church membership the following items for approval by majority: The annual budget, placement of Senior Pastor, Elders, Deacons and, according to our by-laws, the sale of properties. Our Elder Board are made up of men only. Both men and women serve on the Deacon Board.

The Senior Pastor is a voting member of the Elder Board and is accountable to the Elders of the Church. Based on our newly adopted governance, the Executive Pastor serves as a non-voting member of the Elder Board and oversees all of the staff. He directly reports to the Senior Pastor. Our Elder Board is responsible for the overall direction and spiritual life of the church however, once the vision and direction is established, Board allows the Pastoral staff, under the direction of the Senior and Executive Pastor to implement the vision.

THE POSITION

The Office Manager is a vital, central administrative position for Rockpoint Church. They are the “face of the office” as they interact with Pastoral, Director, and Support Staff, as well as church attenders and visitors. The Office Manager helps our organization run smoothly by ensuring our systems and office functions are set-up properly, maintained, and improved as needed. A successful person in the role will see how their work supports and enables effective ministry across Rockpoint Church as we aim to “Multiply Disciples through a Healthy Church”.

WHAT WILL YOU DO IN THE OFFICE MANAGER ROLE?

- Collaborate closely with the Executive Pastor, Operations Director, and Communications Director on creating operational efficiencies
- Supervise the Front Desk Admin and Database Admin – scheduling, balance of workflow, and training
- Lead the Rockpoint Admin community – build connection and consistent support structure
- Provide ministry assistance support for the Senior Pastor and Executive Pastor
- Provide ministry assistance for the Elder Board, Deacon Team, Military Ministry, Accessibility Ministry, Missions Team, Community Engagement Team, Leadership Lunch
- Oversight of database, office infrastructure contracts, office equipment, office procedures
- Be the main POC with external IT vendor, ensuring IT support is maximized
- Manage office administration budget
- Update and keep current all-church documents (by-laws, staff handbook, job descriptions, etc)
- Recruit/schedule/train volunteers to help with office tasks
- Own systems and tool training for all staff (i.e. PCO, Microsoft Applications, Leadr)

WHAT DO YOU NEED TO EXCEL AS OFFICE MANAGER?

- BA or BS degree, and experience in ministry setting preferred.
- 5-10 years experience in office administration and staff support (or similar position)
- Servant Leader: friendly, approachable, humble – always focused on how to help
- Team Player: focused on the greater good of the organization, and how to help improve it
- Communicator: excellent listening skills; effective written and verbal skills
- Organizational Capabilities: able to prioritize; is intrinsically motivated; can set and meet deadlines

- Conflict Resolver: Able to handle conflict and/or misalignment. Proven ability to identify and solve problems.
- Systems: advanced proficiency in software applications (databases, Microsoft applications)
- Believer and advocate for Rockpoint mission, vision and ministry philosophy
- Able to maintain confidentiality

WHAT SETS YOU APART?

- Devoted to following and growing in Christ.
- High capacity self-starter – proven ability to deliver great results with limited supervision
- Customer service mindset – listen first, partner to find solutions, be responsive, follow-through on commitments
- Warm and hospitable – everyone is important and deserves full attention
- Great collaborator -- able to respond to people in a friendly, warm and helpful manner
- Have a ministry mindset – this is more than a job; take ownership of ministry
- Comfortable working in an ever-changing environment where flexibility is key
- Proven ability to teach and train at all levels of an organization

WHO WILL YOU REPORT TO?

The Executive Pastor – responsible for management of staff, budgeting/finance, organizational health, strategy development and execution.

HOURS & COMPENSATION

- 32 hours/week – non-exempt employee
Work hours – Monday-Thursday 9am-5pm
Working some critical Sundays is required (i.e. Fall Kick-Off)
- Hourly salary will commensurate with experience based on fair market value of the position

APPLICATION PROCESS

In order to get to know you better, please provide a resume and cover letter. Please give enough information so that the breadth of your experience is understood. If you are not currently working on a church staff, please provide your involvement and experience in the local church.

When describing your work as a church staff member (if applicable) it would be helpful to know the total membership of the church, the worship style of the church, the size of the staff, where you were on the organization chart, your direct reports, etc.

Please include some information about your family and your love for and desire to serve the local church.

Submit these responses (in PDF format) along with your resume to: Brad Kompelien, Executive Pastor at bkompelien@rockpoint.church



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