

All Saints Presbyterian Church

JOB DESCRIPTION

JOB TITLE: Sunday Operations Associate (or Intern)

REPORTS TO: Director of Finance & Operations

OVERALL MISSION:

To serve our Triune God by carrying out operational and logistical tasks for the benefit of the church, and to play this behind-the-scenes role with excellence, that All Saints might live as the body of Christ in Austin for the world.

SCOPE OF POSITION:

The Sunday Operations Associate will be responsible to execute operational and logistical tasks on Sunday mornings and early afternoons – before, during, or after services, as scheduled between the hours of 8:00 AM and 1:00 PM.

HOURS:

Sunday: est. 5 hours/week. Ideal shift is 8:00-1:00, but a subset of that shift may be available (8:00-11:00, 8:00-9:00, 10:30-1:00). Additional opportunities throughout the week may also be available.

SPECIFIC RESPONSIBILITIES (components negotiable based on desired work load):

- Sunday operations: morning – as specified: ensure doors are locked/unlocked; lights turned on/off; tables, signs, and trash cans in place; rooms tidied, sanctuary curtains closed/open; ropes up/down. Also, prep Hospitality Room and assist with Hospitality Team logistics, take attendance headcounts.
- Sunday operations: afternoon – as specified: ensure doors are locked/unlocked; lights turned on/off; tables, signs, and trash cans in place; rooms tidied, sanctuary curtains closed/open; ropes up/down. Also, wash kitchen equipment used (coffee airpots, sheet pans, communion cups).
- Tidying the interim sanctuary
 - Keep the interim sanctuary in neat, tidy condition.
 - Remove trash and clean floor messes when discovered.
 - Keep sanctuary supplies stocked and organized.

SKILLS AND QUALIFICATIONS:

1. Love for God and for the Church.
2. Enthusiasm for All Saints' philosophy of ministry.
3. Sufficiently relational. Warm personality.
4. Hard working, committed to excellence, and self-motivated.
5. Humble and teachable spirit.
6. Natural affinity for collaboration and teamwork.

CLASSIFICATIONS: Operations Staff, part-time, non-exempt

PAY: \$12.00-\$13.00 hourly

TO APPLY: Contact David Breeding, dbreeding@allsaintsaustin.org, 512-953-1676.