

Director of Parish Operations & Digital Systems

St. Mary's Episcopal Church — Laguna Beach

This is not a typical administrative role.

We are looking for a builder.

Someone who walks into complexity, incomplete systems, and evolving workflows — and quietly begins bringing clarity, structure, and momentum.

Someone who sees chaos not as a burden, but as an opportunity to create something stronger.

If you are the kind of person who improves every system you touch... keep reading.

The Mission

St. Mary's Episcopal Church is building a digitally fluent, relationally grounded parish designed for the future.

Our worship and community life are vibrant — and we need an operational leader who can create the infrastructure that allows ministry to flourish.

You will serve as the operational backbone of the parish — ensuring that worship, leadership, communications, and financial systems function with precision and calm reliability.

Who Thrives Here

We are not looking for someone who simply maintains systems.

We are looking for someone who:

- Sees broken or unclear processes and naturally organizes them.
- Builds structure without needing constant direction.
- Brings calm presence in busy or unpredictable environments.
- Balances precision with relational warmth.

- Improves workflows without drama or ego.
- Learns new tools quickly and enjoys optimizing digital systems.
- Takes ownership and quietly elevates everything around them.

You may have been overlooked in traditional hiring because your background is unconventional — that is not a problem here.

If you have the instincts of a builder, we want to meet you.

Core Responsibilities

Operational Excellence

- Produce weekly service bulletins (Adobe InDesign or similar).
- Maintain parish records and sacramental documentation.
- Coordinate logistics for baptisms, weddings, and funerals.
- Support vestry and leadership meetings.
- Maintain Safe Church compliance records.

Financial & Administrative Workflow

- Process bills, deposits, and payroll coordination.
- Support online giving systems (GiveLively).
- Maintain accurate digital filing systems.

Digital Systems Leadership

- Manage Google Workspace (Drive, Gmail, Calendar, Forms).
- Maintain structured document architecture.
- Improve workflow efficiency and automation.
- Assist with data tracking and operational reporting.

Communications Support

- Help maintain content calendar.
 - Support evolving digital outreach initiatives.
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Future-Facing Opportunities

For the right person, this role includes:

- Building scalable digital infrastructure.
 - Using AI tools to reduce repetitive tasks.
 - Developing SOPs and automation.
 - Supporting podcast, livestream, or digital ministry expansion.
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This Role Is For You If...

- You naturally create order from complexity.
 - You notice inefficiencies others ignore.
You enjoy building systems that help people thrive.
 - You want your operational excellence to serve something meaningful.
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Location

On-site position — Laguna Beach, California.

Skills & Experience

Required:

- Advanced Google Workspace proficiency.
- Strong digital organization and documentation skills.
- Financial administrative experience.
- Excellent written communication.
- Comfort working in a church environment.

Preferred:

- Adobe InDesign or publishing experience.
- Nonprofit or church operations.
- Canva, cloud systems, or CRM familiarity.

Compensation

\$26.00 - \$28.00 per hour, with benefits

How to Apply

Send a simple list of your past work experiences and tell us:

1. A situation where you walked into disorganization and improved it.
2. A system or workflow you built or optimized.
3. Why this role feels like the right next step for you.