Job opening: Church Administrator. Church of the Redeemer is seeking an independently-minded individual for its Church Administrator position. Hours are fixed at 9 a.m. to 2 p.m., Monday through Thursday at the Church offices at 7110 N MO-9, Kansas City, MO 64152. Duties include answering phone calls, providing customer service to congregants, visitors and tenants, interacting with vendors, providing scheduling, transcription and drafting support to Clergy and maintenance of church records. Experience preferred, but not required. Generous Holiday schedule, participation in a retirement benefits program and healthcare benefits available. Salary commensurate with experience. Please forward resume and references to: Episcopal Church of the Redeemer, redeeemerkc@gmail.com.