

## **Job Description**

**Job Title:** Parish Administrator

**Reports to:** Rector

**Employment Classification:** Full Time

**Number of Hours worked per week:** 40 (regular work week) 12 months a year

This is a 40/week, with some evening and weekend duties. Availability during busy church seasons is essential.

### **SUMMARY OF THE POSITION**

The Parish Administrator supervises and coordinates the business and church activities of the parish under direction of the Rector. This includes oversight of certain office procedures, performance of the financial accounting and payroll functions of the church, with oversight by the controller. The Parish Administrator oversees the office operations and staff (paid and volunteer); maintains the central church calendar; schedules facility use of Tucker Hall and other campus buildings on campus; maintains the church website and edits the Rock Road newsletter; and oversees the church service bulletins process.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (most important duties of the position and how these functions are accomplished)

#### **Administrative Duties:**

- ☐ Set up and monitor office procedures
- ☐ Assign office work to the administrative assistant office volunteers and monitor deadlines
- ☐ Recruit and schedule volunteers
- ☐ Responsible for accounts payable procedures
- ☐ Assist with Thursday morning financial aid
- ☐ Order office-related materials, equipment and supplies and worship supplies as requested
- ☐ Maintain a confidential personnel file
- ☐ Keep paid time off records of non-clergy staff members for staff accountability
- ☐ Be familiar with the operation of all office equipment
- ☐ Management of the columbarium
- ☐ Create and manage procedures for the prayer list, altar flowers and other related tasks

#### **Communications**

- ☐ Maintain and schedule master calendar
- ☐ Oversee the production of Sunday bulletins and special service programs

- ☐ Produce special seasonal mailings and other correspondence for clergy and vestry, as requested
- ☐ Notify appropriate personnel of funerals after information received
- ☐ Notify appropriate individuals of memorial/honorarium gifts received
- ☐ Circulate diocesan materials and e-mails as directed
- ☐ Assist in website maintenance, such as updating the weekly worship schedule
- ☐ Assist in production of our Rock Road newsletter and annual program directory
- ☐ Complete annual Parochial Report (diocese) in conjunction with treasurer
- ☐ Assemble Annual Report (parish) in conjunction with treasurer and communications coordinator
- ☐ Oversee bulk mailings
- ☐ Oversee information technology (i.e. social media, mobile apps, computer troubleshooting, staff email accounts, software subscriptions)
- ☐ Assist St. Peter's school as appropriate

### **Committee Liaison**

- ☐ Liaise with junior and senior ward, priests, sextons, and others as needed regarding church activities
- ☐ Keep informed (as reported) of all regularly scheduled ministry activities and special events
- ☐ Prepare vestry and committee materials as requested
- ☐ Maintain file of vestry minutes
- ☐ Make all Council Arrangements
- ☐ Work with kitchen and meal volunteers on budgeting and ordering needs

### **Membership**

- ☐ Oversee all Church Registers
- ☐ Data entry of information received into Shelby database software
- ☐ Assist with the printing and distribution of Prayers of the People, and readings, for worship services
- ☐ Prepare baptismal, godparent, confirmation, reception, reaffirmation, and wedding certificates
- ☐ Assist with sacramental or special service planning (baptisms, weddings, funerals, confirmations, Bishop's visit etc)
- ☐ Send for and send out letters of transfer
- ☐ Write appropriate letters to visitors, prospects, new members, etc. in absence of volunteers
- ☐ Prepare seasonal or special forms
- ☐ Maintain online parish directory and produce a published copy as needed

## **SUPERVISTORY RESPONSIBILITIES** (employees supervised by this position)

The Parish Administrator will supervise the Facilities Manager (in conjunction with the Junior Warden) as well as the office Administrative Assistant and office volunteers. In conjunction with the Rector, the Parish Administrator will supervise the Communications Coordinator.

## **QUALIFICATIONS**

Skills Required: Mature judgment; organizational skills, including ability to establish priorities and handle multiple and conflicting work demands; computer literacy (Microsoft Office, Google Workspace, Adobe, Canva and ability to learn Shelby database and other needed software); excellent communications skills; attitude of servant leadership that reflects the mission of the church in all relationships with members, staff and the public; ability to handle sensitive information with tact, discretion, and confidentially

## **PHYSICAL DEMANDS**

Work is performed in a standard office environment and may include prolonged periods of sitting at a desk, working on a computer, or making copies. Ability to transition between sitting and standing as needed. Ability to type accurately and efficiently. Ability to lift and carry up to 20 pounds of office supplies, files, or documents. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

- ☐ Hold sensitive information about staff and parishioners in confidence
- ☐ Be part of the team spirit of the staff of the church recognizing the importance and role of each staff member in the total ministry to the congregation
- ☐ Foster joy and loyalty with fellow staff members, volunteers, and parishioners

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_