

Part-Time Parish Administrator for Christian Church

Parish Overview: Saint Thomas Episcopal Church

Saint Thomas was established in 1908 in the Park Hill neighborhood of Denver. We are a church that celebrates the Eucharist each Sunday so that we may live into our mission of “boldly living with Christ...” We have a history of deep commitment to social justice issues and continue this commitment in a variety of ways. Locally, we support our neighborhood food pantry with monthly donations, we have representatives on a state-wide coalition to reduce gun violence (cfcu.org) and we are members of Together Colorado (togethercolorado.org), a nonpartisan, multi-racial, and multi-faith community organization working to place human dignity at the center of public life in Colorado. Beyond our borders, we also support the Colorado Haiti project. Please visit our website to find out more about who we are and what we do (saintthomasdenver.org).

Nature of Position:

The Parish Administrator is a part-time position (20 hours per week) and requires: strong organizational skills; computer and technological savvy; acquaintance with website and social network communications; a demonstrated ability to self-motivate and work by oneself; and knowledge of and commitment to church ministry. The Parish Administrator serves a key role in supporting the congregation’s mission and vision by carrying out extensive administrative duties and supporting the supporting the work of the Rector.

Knowledge, Skills, and Abilities Required:

1. Ability to manage multiple tasks and meet deadlines
2. Possesses strong organizational skills
3. Experience in Microsoft suite of products, database management and Google and other applications
4. Highly motivated, team player
5. Communicates clearly and effectively in verbal and written communication
6. Exhibits patience, sensitivity, and flexibility
7. Understanding of the need to maintain confidentiality
8. Command of office and clerical skills
9. Ability to identify and solve problems in a timely manner
10. Dependability
11. Ability and desire to learn new skills and applications

Scope of Position: Reports to the Rector

Responsibilities Include, But Are Not Limited To:

- Ensure worship bulletins are created and printed weekly
- Maintain parish membership records
- Receive and manage building use inquiries
- Assist in compiling information and producing reports to the Vestry, the annual parochial report, the annual parish report and other reports as needed

- Work with the treasurer and auditor on annual audit report, as needed
- Be responsible for building security
- Assist in maintaining the church's physical plant including church offices and grounds
- Assist in preparing for scheduled liturgical services and other special services, such as weddings, funerals and baptisms, as needed
- Maintain personnel files and ensure compliance with required policies and procedures.

Education and Experience Requirements:

Minimum requirements include a demonstrated proficiency in computer applications and experience in content creation. A college degree is preferred but not required. In lieu of a degree, an applicant's relevant work experience will be taken into consideration. Preference will be given to candidates with experience in Christian ministry work and/or who have a demonstrable understanding of and appreciation for the Episcopal Church and Anglican tradition.

Salary:

\$17-\$20 per hour depending on experience.

Application process:

If interested, please apply with a cover letter, references and resume to office@saintthomasdenver.org