Parish Administrator Job Description

Title: Parish Administrator
Reports to: Rector/Priest-in-Charge, St. Martin-in-the-Fields Episcopal Church.
Hours: 20 hours/week. Schedule to be determined in collaboration with the Rector/Priest-in-Charge. It is expected that s/he will be present during regularly scheduled office hours.
Compensation: $300/week, plus 5% contribution to the Lay Employees’ Defined Contribution Retirement Plan.
Status: Regular Part-time, Non-exempt.

Position Summary: Under the supervision of the Rector/Priest-in-Charge, the Parish Administrator provides general office support to the parish, staff, congregation and, committees, in order to support the ministries and mission of St. Martin’s Episcopal Church. The Parish Administrator, as the “face and voice of the parish,” will be a welcoming and responsive presence in our church’s office.

Essential Duties:
Communication
- Perform daily communications: answering the telephone; retrieval, sorting, and distribution of US mail; responding to or forwarding email; checking voicemail and passing on messages to intended recipient.
- Produce and distribute weekly email and monthly parish newsletter by email and US mail.
- Send parish mailings and other outgoing mail.
- Proficiency with virtual meeting set-up and participation.

Information Management
- Maintain parish records, including financial, membership, diocesan, Safe Church, physical plant, and other operational data, keeping them up-to-date and accurate, using information management software.
- Produce reports, maintain directories, and other documents from parish records on a timely basis under the direction of the Rector/Priest-in-Charge, and Vestry.
- Coordinate the parish calendar to facilitate building and Zoom use by internal and authorized external groups.
- Submit with filing fees the annual Secretary of State’s Report.

General Administrative Support
- Provide a welcoming and helpful presence in the parish office.
- Respond to requests for information and resources via email, telephone, and in-person visits, handing off requests to parish leadership as needed.
- In consultation with the Rector/Priest-in-Charge, provide administrative support to vestry or other committees, including: preparing meeting documents or posting minutes; making document copies, sending out mailings, etc.
- Place orders for supplies and equipment as authorized.
- Coordinate with vendors as delegated by Rector/Priest-in-Charge and Wardens.
- Communicate regularly with Rector/Priest-in-Charge and Wardens about facilities-related needs.
- Produce rosters, correspondence, and other documents as needed.

Financial Management
- Post and enter all offering data into financial software.
- Record memorial gifts.
- Prepare and print checks for bill payment and reimbursement.
- Create and send quarterly contribution statements to parishioners.
- Coordinate with the treasurer to maintain parish financial records, including the recording and management of deposits.
- Review submitted reimbursement forms for correct information and categorization.

Liturgy Support
- With the assistance of the Rector/Priest-in-Charge, prepare and proof worship materials for Sunday morning and other services.
- Send out lectionary readings and reminders to liturgical ministers as scheduled.

Volunteer Support
- Organize workflow so as to enable effective use of volunteers to assist with copying, mailings, and maintenance of bulletin boards, and other office duties as needed.

Other duties by mutual agreement with the Rector/Priest-in-Charge.
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Essential Qualities and Proficiencies:

• High-level competence in MS Office Suite, and QuickBooks.
• Ability to multitask and set priorities in consultation with the Rector/Priest-in-Charge.
• Professional discretion, particularly with respect to sensitive personal information.
• A professional, diplomatic, and friendly manner.
• Video-editing experience desirable.
• Familiarity with online meeting set-up desirable.
• Familiarity with cloud-storage management desirable.
• Prior experience in parish/church administration preferred.

Please direct all communications regarding this position to:
The Rev. Anna Horen, Priest-in-Charge
RevAnna@stmartinsaurora.org