

Parish Administrator (Part-Time)

St. Matthias Episcopal Church – Monument, Colorado

St. Matthias Episcopal Church is a welcoming parish committed to thoughtful worship, community engagement, and faithful stewardship. We are seeking a dependable and organized Parish Administrator to support the administrative, financial, and operational life of the parish. This position is essential to the smooth functioning of parish communications, worship support, record-keeping, and governance.

About the Job

Title: Parish Administrator

Classification: Part-Time, non-exempt

Hours: 20 hours per week, Monday-Thursday, 12p.m. to 5p.m. (specific hours can be negotiated with the Rector once orientation is completed)

Work Location: On-site at St. Matthias

Reports To: Rector

Compensation: \$22–\$27 per hour, depending on experience

Benefits: In accordance with guidelines for lay employees set forth by The Episcopal Church in Colorado

Key Responsibilities

- Serve as the primary parish office contact for email, voicemail, and mail
- Prepare weekly worship bulletins, parish communications, and administrative materials
- Support financial administration including deposits, checks, payroll, reconciliations, electronic giving, and annual budget planning
- Prepare monthly: financial statements and Vestry packets
- Maintain parish calendar, records, membership data, and cemetery files
- Coordinate and schedule the use of parish facilities with parish and non-parish groups
- Assist with diocesan and annual reporting requirements
- Manage and maintain office systems, software renewals, insurance records, and website updates

Qualifications

- Strong organizational, leadership, and verbal and written communication skills
- Experience in office administration & bookkeeping (nonprofit/church settings preferred)
- Proficiency with office software: e.g., QuickBooks, Microsoft suite, Servant Keeper, and Square Space.
- Ability to manage confidential information with discretion and professionalism
- Ability to work independently while collaborating with clergy and parish leadership

How to Apply

Submit your cover letter and resume to The Rev. Laura Beck at: stmatthias@comcast.net. Please have 3 references available.