

Parish Administrator Job Description

Title: Parish Administrator

Reports to: Rector, Grace Episcopal Church

Hours: 36 hours/week. Monday- Friday. (Mon & Fri 9am-3pm, Tue-Thur 9am-5pm)

Compensation: Salary. FICA, Pension, Health Insurance (including \$1,000 for HSA).

Status: Regular Full-time

Position Summary

Under the supervision of the Rector, the Parish Administrator provides general office support to the parish, staff, and committees, in order to support the ministries and mission of Grace Episcopal Church. This work includes, but is not limited to: data and records management, phone and email support, supplies and inventory management, communications work, managing the church website and outside groups, supporting church ministries and committees and collaborating with volunteers. The Parish Administrator will be a resource person for both members and non-members, and a welcoming and responsive presence in our church's office.

Essential Duties

Information Management

1. Maintain service agreements and contracts with vendors.
2. Oversees compiling and filing of Parochial Report.

Administrative Support

1. Provide a welcoming and helpful presence in the parish office.
2. Respond to request for information and resources via email, telephone, and in-person visits when needed.
3. Maintain electronic communication: Weekly email, monthly newsletter, website, streaming and social media, Gathering Room slides.
4. Provide administrative support to vestry, associate rector, parish secretary, or other committees, including: printing and assembling vestry packets and agenda, fill in for secretary when absent, maintain and manage digital office calendar, editing weekly bulletins.
5. Place orders for supplies and equipment as authorized.
6. Assist the Bookstore Manager in ordering when needed.

7. Oversees daily and weekly cleaning/ maintenance with the sexton.
8. Assists with or oversees the coordinating of major parish events.
9. Produce rosters, correspondence, and other documents.

Liturgy Support

1. Assist with proofing worship materials and bulletins for weekly masses and other services.
2. Provide assistance with tracking liturgical calendar and planning for church events, as needed.

Volunteer Support

1. Assist in recruiting, coordinating and scheduling volunteers as needed, under direction of Rector or committee leadership.
2. Organize workflow and maintain a tidy and usable office environment.
3. Assist in coordination of special events.

Note: This description is not intended to include all responsibilities, as additional duties may be assigned, and existing duties may be adjusted at any time.

Knowledge, Skills and Abilities:

1. Strong writing and grammar skills, including proofreading.
2. Proficiency in word processing, spreadsheet, website maintenance and database applications.
3. Demonstrated organizational skills, including calendaring, project coordination, and prioritization.
4. Ability to effectively manage workload.
5. Effective communication skills, both verbal and written.
6. Ability to maintain confidentiality at all times regarding persons and information.
7. Knowledge of office etiquette and effective communications skills.

8. Knowledge of supply procurement, including the ability to research vendor prices and negotiate costs.
9. Welcoming disposition, willingness to accept and serve all who come to Grace Church.
10. Must be able to lift 40 pounds.
11. Must pass background check to comply with church requirements.

To apply, send a resume and a cover letter to Fr. Joe Pierjok at priest@gracecarthage.com