

JOB DESCRIPTION

- Position: Parish Administrator
- Accountability: Reports to Rector
- Description: Responsibilities include to be a knowledgeable and warm presence in daily parish life; occasional secretarial assistance to the rector; office and building administration; publishing communications from the parish; maintenance of parish records; Security; Assists the ministries of the parish as needed, with oversight from the rector.
- Hours: School Year:
Monday thru Thursday, 9-4; Friday, 9-12
- Summer (Memorial Day thru Labor Day):
Monday thru Thursday, 9-2; Friday, 9-12
- An hour's lunch may be taken Monday thru Thursday

Areas of Accountability:

- A Knowledgeable and Warm Presence in Daily Parish Life
 - Answer phone calls and route to appropriate party or deliver messages in a timely manner.
 - Manage a cadre of volunteer receptionists by assigning times and answering the phone during office hours when no volunteer is available.
 - Communications from the church are handled with dignity, respect (including confidentiality), and warmth.
 - Is knowledgeable of the church and answers or refers incoming requests for information.
 - Handles correspondence – i.e. emails, letters, newsletters, bulletins, faxes, requests for information, etc. – in a timely manner.

- Office and Building Administration
 - Responsible for office supply purchase, requests for equipment maintenance, and adherence to budgeted costs.
 - Researches and makes recommendations to vestry concerning purchase of equipment.

- Assures smooth flow of communication from rector and vestry to other staff members.
 - Maintains master parish calendar and acts as liaison to persons requesting use of facilities, mailing lists, birthday and anniversary calendars.
 - Makes arrangements with service personnel, delivery persons, and outside contractors as needed.
 - Orders cleaning and restroom supplies as needed.
 - Provide requested information.
 - Securely and confidentially log and store checks collected from mail and in person
 - Give out and collect check request forms
- Publishing Communications from the Parish
- Create and print items for worship
 - Bulletin, both weekly and special events
 - prayer lists and other items needed for worship
 - Eucharistic Visitor Lists
 - Prayer List updates
 - Assist with special mailings like stewardship, etc.
 - Monthly printed newsletter
 - weekly E-Lion (MailChimp)
 - periodic website updates: pages, calendar, etc (WordPress)
 - Makes sure that memorial acknowledgements come before the rector and are sent in a timely manner.
- Maintains parish records
- **Protects the confidentiality of parishioners and employees.**
 - Maintain parish membership records i.e., communicants, baptized persons, confirmands, transfers in and out, marriages, deaths, etc.
 - Research membership status and requests membership letters and responds to requests for membership from other churches.
 - Works with the Clerk of the Vestry and heads of committees to maintain parish records of minutes and other matters pertaining to committee work
- Security
- Carefully puts away items of a confidential nature and sees that office is secured when leaving.
 - Turns off equipment, lights and locks doors when leaving building last.
- Assist the Ministries of the Parish
- Long-term, regular duties/commitments are decided with coordination and approval from the rector so as not to overwhelm the staff/disempower the volunteers.

- Current long-term, regular duties under this heading:
 - Coordinate with local Meals on Wheels and develop routes for the drivers, as well as scheduling drivers and substitutes.
 - Work with 1st Sunday Breakfast Volunteers to coordinate supplies and to schedule the teams
 - Coordinate with “Helping Hands” for receptions
 - Schedule the sexton for events: parish and rentals
- There are other occasional duties that fall under this category, to be assigned in coordination with the rector.

- Familiar with needed computer programs
 - WordPress website builder
 - Publisher or similar for bulletins and newsletter
 - MailChimp
 - Email and general word-processing

For enquiries and to apply send a resume to:

The Rev. Allen Pruitt

allen@stmarkslg.org

Additional notes:

Members of the church are not eligible for this position.