

Parish Administrator Job Duties

***Sunday and special occasion service bulletins-** Under the direction of the Rector or Priest-in-Charge, prepare, edit, and print weekly 8 and 10 am service bulletins, holiday bulletins, and wedding, funeral, and special occasion service programs.

***Financial-** Under the direction of the Treasurer, log every pledge donation, non-pledge donation, and individual check or cash payment the church receives each week/holiday/special occasion/rental in our online system, categorizing each entry as intended by the giver. (For example: pledge, building fund, outreach, building use, etc.) Match amounts with already-made bank deposits. Assist Treasurer in preparing quarterly and year-end giving statements for pledgers. Prepare checks in treasurer's absence at their direction.

***Ordering and maintaining office supplies-** Order and maintain all paper goods (envelopes, varying paper sizes, card stock, labels), and other supplies (pens, tape, paper clips, rubber bands, highlighters, notepads, calendars, etc.) for use in the office. (Does NOT include cleaning products, bathroom products, or kitchen goods unless requested by Bruce/Cathy/Priest)

***Ordering choral music and altar supplies-** At the direction of the Organist, order choral sheet music and supplies for the choir and organist. At the direction of the Altar Guild Directress, order candles and hosts as needed. (May include vestments, altar hangings, incense, wine, or cleaning supplies)

***Office copy machine-** Liaise with copy company to arrange repair of machine as needed, and maintain supplies including ink, waste toner cartridges, and staples.

***Altar and special occasion flowers-** Maintain list of floral donations for Sundays and holidays, place orders with florist, and accept deliveries.

***Management of Sunday and Holiday readers-** Create schedule (Rota) for four readers each service. Send reminders and copies of their readings the week prior. Reschedule and substitute as the need arises.

***Parish Newsletter-** At the direction of the Rector, Priest-in-Charge, or Wardens if the parish is without clergy, prepare quarterly parish newsletter to be emailed and mailed to current and past parishioners. Obtain information about upcoming events from event and committee chairs and solicit interesting articles for publication.

***Maintain contact information-** Update and input contact information for parishioners, friends, visitors, and online subscribers into our email contacts, Realm contact portal, and paper backup list. Maintain list of Parish birthdays.

***Rose Garden-** Maintain copies of deeds and plot manifest for the Rose Garden. Maintain Rose Garden plot map and update as necessary. Assist with plot selection and complete purchase of plots. Maintain cremation certificates on file.

***Hall Rental-** Provide information to potential renters. Accept deposits and payments, oversee the signing of and maintain rental contracts, return security deposits to renters as issued by Treasurer.

***Email correspondence-** in addition to weekly email to all parishioners and subscribers, answer and forward inquiries received via direct email, telephone calls and via our website.

***Miscellaneous-** Maintain parish register of baptisms, marriages, confirmations, and deaths. Be present for deliveries, service calls, and to show the space to prospective hall renters. Promote upcoming events by updating bulletin boards in the parish hall and stocking the back of the chapel and church with event fliers. Hang weekly season and hymn numbers on the hymn board. Assist parishioners with online calendar, general questions. Answer phone and direct messages accordingly.

REQUIRED FOR THIS POSITION:

- Good communication skills
- Time management skills.
- Microsoft Word
- Microsoft Excel
- Confidentiality
- Social Media savvy
- Detail Oriented
- Self-Starter

HOURS & RATE

- 15 hours per week at \$25/Hr.

