

**ST JAMES' EPISCOPAL PARISH  
KAMUELA, HI  
POSITION DESCRIPTION**

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**POSITION TITLE:** Parish Administrator

**FLSA:** Hourly

**Reports to:** Rector

**Direct reports:** Office Volunteer and other volunteers as needed.

**Receives work direction from:** Rector and, at times, the Treasurer and Sr or Jr Wardens

**Resource Person to:** Treasurer, Jr Warden, Stewardship Committee, Thrift Store Ministry, and other parish ministries and groups, liaison to diocese

**Hours hired to work:** 30 hours per week (Monday-Friday 9 – 3 PM) Additional hours as position responsibilities require.

**Compensation:** \$20/hour plus benefits (Health, Dental, Pension, Vacation and Sick Leave)

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**POSITION OVERVIEW**

The Parish Administrator maintains a warm and welcoming atmosphere for parishioners and others who call or visit the parish office. Reporting to the Rector, responsible and accountable for day-to-day coordination and implementation of administrative and business- related functions of St. James' Parish to include: coordinating, directing and executing all non-ministerial, non-finance parish operations, responding to all telephone and in-person inquiries/visits with courtesy and tact. Working closely with all parish staff, volunteers, Treasurer, Wardens and Vestry provides support services for all parish operations including the priest-in-residence of St. Columba's Church, the Thrift Store Ministry and rental properties.

This position is responsible for providing pastoral sensitivity and leadership in a manner that enables other ministries to function effectively, assures good stewardship of parish resources and enables the priest to focus on and maintain spiritual leadership more effectively.

This position requires knowledge of and commitment to the church's ministries; strong organizational and multitasking skills; level of comfort in using Microsoft Office, data base, Quick Books and other business oriented software; knowledge of, and comfort using, web and social media communication; and the ability to maintain confidentiality related to parish member's personal information, giving records, pastoral needs, payroll and other confidential information.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. It is expected that all employees respect the religious practices of the Episcopal Church. Reasonable accommodation for the religious practice of employees not of the Episcopal Church will similarly be provided.

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**GENERAL RESPONSIBILITIES**

- \*1. Priest Support: as requested and required, provide support to the priest including general administrative tasks, research, interfacing with vendors and communication with parishioners and volunteers as needed. Assists with or has responsibility for coordinating major parish events.
- \*2. Reception: Maintain a friendly, professional, supporting and welcoming presence to greet all who arrive at St James'

- Answer phones, take messages, assure priest receives messages in a timely manner
- Update recorded outgoing voicemail messages as needed to ensure accurate service and other church information is available to callers

**\*3. Parish Records:**

- Maintain church databases (financial, membership and sacramental) and church records (historical), and the church directory. Provide letters of transfers as requested.
- Prepare certificates for baptisms and confirmations
- Maintain cemetery and memorial wall records, order memorial plaques as needed

**\*4. Office Support:**

- Maintain all office equipment in working order, scheduling repair and maintenance as required. Assure computers are backed up regularly and that software is periodically updated to meet the demands of use.
- Oversee inventory of office, thrift shop, kitchen and church supplies and order as necessary
- Pick-up mail at post office a minimum of 2 or 3 times per week
- Maintain electronic church calendar to include service, ministries and other church related activities as well as scheduling use by outside groups
- Approve requests for use of church facilities scheduling them in consultation with the priest when conflicts arise.
- Maintain accurate record of keys issued, make keys available to individuals and groups as necessary
- Coordinate all parish mailings, including support to the Stewardship Committee and other ministries as needed
- Draft letters and other communication in response to donations received, requests for services, gratitude for volunteer services, giving statements and other needs as they arrive
- Prepare weekly service bulletins and inserts using Microsoft Publisher. Requires ability to manipulate images, an eye for graphic design, ability to cut and paste from other resources, and meticulous proof-reading. This position is also responsible for wedding and funeral bulletins and other special service bulletins as needed.
- Recruit, coordinate and oversee volunteers for office and church service for assistance with folding bulletins, readers and Eucharistic ministers, and other ministries as needed. Delegate work, as needed, to volunteers.

**\*5. Finance Support:**

- Assists in ensuring bookkeeper has all needed information to perform her/his responsibilities including invoices and reimbursement requests are prepared for the weekly check run
- Ensures expenditures related to the ministries and operations of the Church fall within guidelines and raises issues outside of guidelines to the Rector and/or Treasurer.
- Actively participate with the Treasurer, Finance Committee and other committees as required to ensure they are provided with adequate information, reports and documents, allowing them to actively function in their ministries.
- Working with the Treasurer and Rector, provides reports and information for: financial planning, internal financial controls, banking relations, budgeting, financial stewardship, and long range financial planning.
- Support the treasurer in providing information, reports and other data to enable the treasurer to adequately provide monthly reporting to the Vestry.
- Work with treasurer to complete the annual Parochial Report and financial review (audit) to ensure reports are filed by the annual deadline.
- Monitor expenditures and income to budget to ensure good stewardship of parish monies
- Assure year-end financial functions (1099's, close books, etc.) are completed.
- Process semi-monthly payroll and year-end W-2 reporting

**\*6. Church assets.**

- Working with the Jr Warden, oversee facility maintenance, facility planning (capital repairs and/or replacements) and preventative maintenance program.

- Develop and document policies & procedures with priest, wardens and treasurers to assure a safe environment and adequate controls for good stewardship of parish property and assets
- Ensure tenants and groups using church property provide annual certificates of insurance or certificates for specific dates of use
- Serve as contact person for issues related to rental properties, prepare annual leases following Vestry approval of terms for each new lease year.
- Coordinate parish record management and retention program.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position.

**The responsibilities above proceeded by “\*”are considered essential functions of this position.**

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have the ability to work in a fast-paced office that supports a growing and diverse parish comprised of multiple locations and many ministries. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High School diploma; Two-year degree in Business Administration OR experience in a related field a plus
- Two to five years' experience in a busy office
- Strong organization skills with ability to prioritize and be flexible, demonstrated ability to juggle multiple demands and to exhibit patience, grace, understanding and calmness in chaotic situations
- Knowledge and ability to efficiently utilize computer systems and software. Experience with Microsoft Office (Word, Excel, Publisher, etc.) or similar software
- Access to independent transportation for occasional meetings, events, errands, etc.
- Self-starter, demonstrated ability to work with little to no direction, strong problem-solving skills and ability to find solutions and resources without direction
- Possess a clear understanding of the English language
- Able to provide professional direction and leadership
- Demonstrated ability to work well with people of diverse cultures and backgrounds
- Strong written and verbal communication skills
- Be honest, trustworthy and confidential in all areas
- Willing and able to participate in continued education in appropriate areas as needed
- Because this position involves interaction with all types of members of the church, young and old, the church requires all prospective employees to voluntarily submit to a criminal background check
- Knowledge of accounting principles and practices a plus

### **Physical Demands, with or without reasonable accommodation**

- Ability to go up and down steps and walk for short distances around the property
- Able to lift 25 lbs. (paper, files, small office equipment, etc.)

### **Application Process**

Interested applicants please submit a letter of interest and resume that includes three references (two professional references and one personal reference) by close of day November 11, 2016

Please submit your materials by email in PDF format to [resume@stjameshawaii.org](mailto:resume@stjameshawaii.org).

Please do not call the Church office or drop-off the materials in person.