

Job Description: Parish Administrator
Church of the Holy Cross

Job Summary: Manages day-to-day activities of the Church office. The position serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Church. Must exercise good judgment in a variety of situations and have strong written and verbal communication, administrative and organizational skills. Must handle a wide variety of activities and confidential matters with discretion.

Job Duties: Under the Rector's supervision, the Parish Administrator will serve as office receptionist. He/She will collect, open, and distribute daily mail, type correspondence, reports, bulletins, newsletters, take care of check vouchers, office filing (both hard copy and computer Dropbox files), ensure bills are mailed out after accountant issues the checks, and other secretarial duties as needed.

Daily:

1. Answers phones, reviews voicemails and emails.
2. Collects mail and distributes:
Open bills/invoices and place in the accountant's black pouch
Place mail-in checks from parishioners unopened in accountant's black pouch.
Place rector's mail unopened in his mail slot.
Makes sure all vouchers are placed in accountant's bag for processing
3. Maintains a current Church calendar for worship services, baptisms, weddings, Church-related meetings and activities, altar flower reservations, etc.

Weekly:

1. Updates Master Prayer List for Rector and Pastoral Care Director and the "Prayer Box" that is included in the Sunday bulletins.
2. After accountant issues checks for invoices and vouchers, the Parish Administrator makes sure two authorized signers for the Parish sign each check. Checks are then mailed or distributed.
3. Update upcoming Sunday bulletins: Announcements, flower dedications, prayer list, bible readings and collects.
Proofread final copy and then send to priest a lay proofreader for final approval before printing.
4. Copies are made for Rite 1 service and for Rite 2 service and places them in the Narthex.
5. Mails welcome letters to names of guests (from Connect cards).
6. Send text reminders to those serving as lay readers or Acolytes each Sunday.
7. Send out weekly email.

Monthly:

1. Gathers information for the monthly Pathway newsletter to be mailed out the last Thursday of each month. Works with Rector, Deacon, Vestry, ECW, and others in obtaining news articles, etc. to be included.
2. Scans signed Vestry meeting minutes with accompany agenda and related attachments into Dropbox and files a hard copy in the binder.
3. Coordinates birthday card ministry with volunteer
4. Print agenda and other reports for Vestry Meeting

Annually:

1. Mails out stewardship letters, pledge cards, and follow-up letters to parishioners.
2. Types, proofreads, and prints out The Annual Parish Report for the Annual Parish Meeting.
3. Maintains hard copy files of current year's checks issued/w attachments and shreds when they become outdated after scanning to Dropbox files.
4. During the Easter/Christmas seasons, prepares sign-up sheets for lilies and poinsettias, and includes dedications in the bulletins.

As Needed:

1. Updates and keeps current the Church of the Holy Cross Parish Database (Realm)
2. Completes and mails Letter of Transfer Requests.
3. Creates sign-up sheets for various church events
4. Purchases stamps, office supplies, ink toner, and miscellaneous office supplies as needed.
5. Remains present in the office when the Rector meets alone with a member of the opposite sex or visitors to maintain utmost propriety.
6. Create graphics for events
7. Maintain the Church website and Facebook page
8. Various errands as requested/needed.

Days/Hours of Work: Monday-Thursday 9:00am-2:00pm