

**PARISH ADMINISTRATOR**  
**Saint Andrew's Episcopal Church, Greenville, South Carolina**

Saint Andrew's Episcopal Church is a parish in the Episcopal Diocese of Upper South Carolina. Founded in 1900, Saint Andrew's is a small but growing Episcopal Church situated in the vibrant West End district of downtown Greenville, where we gather to **worship** in the distinctive splendor of Anglo-Catholic tradition, to **witness** to the life changing implications of Jesus Christ's reconciling love, and to **welcome** unreservedly all God's children into Christ's Body, the Church.

To learn more about Saint Andrew's, visit our website: [standrewsgreenville.org](http://standrewsgreenville.org).

**Overview**

**Position:** Parish Administrator

**Reports to:** Rector, Saint Andrew's Episcopal Church

**Hours:** Minimum of 25 hours/week. Can be either a four or five day workweek.

**Compensation:** Negotiable, depending on experience and qualifications, includes 403(b) contributions.

**Status:** Part-Time, Salaried, Exempt

**Application Procedure:** To apply, send a resume, list of references, and a cover letter to Father Gary Eichelberger at [rector@standrewsgreenville.org](mailto:rector@standrewsgreenville.org).

**General Job Description**

Saint Andrew's is seeking a creative, highly motivated, and experienced professional with outstanding communication and interpersonal abilities as well as excellent organization and leadership skills to serve as our next Parish Administrator.

The Parish Administrator is responsible for maintaining a welcoming, orderly, and responsive atmosphere for parishioners and others who call or visit Saint Andrew's during the week. Reporting to the Rector, the Parish Administrator is responsible and accountable for timely day-to-day coordination and implementation of administrative, financial (including bookkeeping), and communication functions of Saint Andrew's. The Parish Administrator works closely with church staff, volunteers, treasurer, and the vestry to provide support for all church operations.

**Qualifications**

- Education – B.A. or higher degree
- Experience
  - Proficiency (or demonstrated ability to gain proficiency) in relevant word processing, spreadsheet, publishing, database, and bookkeeping applications (in particular, Word, Excel, Adobe InDesign, Quickbooks, and ACS/Realm)
  - General finance and bookkeeping experience preferred
  - Familiarity with church ministry preferred

## **Attributes/Skills**

- Self-motivated, highly organized, detailed oriented
- Able to prioritize, anticipate, plan, and manage multiple tasks
- Strong writing and grammar skills, including proofreading
- Strong oral, verbal, and interpersonal communication skills
- Welcoming disposition with willingness to accept and serve all who participate in the life of the parish
- Strong integrity, honesty, and confidentiality
- Able to take initiative and make decisions under pressure of deadlines
- Able to work with diverse personalities and differing opinions
- Knowledge of general financial accounting including financial controls
- Able to navigate internet in order to maintain parish website, online communications, and social media presence
- Willingness to work varying work schedule based on demands of church calendar
- Knowledge of the Episcopal Church or other liturgical church traditions preferred, but not necessary

## **Specific Outline of Duties**

The Parish Administrator is expected to perform, in a professional and timely manner, all duties assigned, including but not limited to the following:

1. Communications:
  - a. Greet and assist visitors or callers with questions and/or provide information in a positive and professional manner;
  - b. Answer the telephone, retrieve voice mail messages, and forward information to appropriate staff or parishioners;
  - c. Monitor parish correspondence and designated parish e-mail accounts, respond or forward as appropriate;
  - d. Handle special mailings for finance, stewardship, special events, etc.;
  - e. Update church website as needed;
  - f. Compile and prepare Annual Parish Report;
  - g. Assist Rector and other Christian Formation leaders with preparation and copying of materials for Sunday School and other Formation events; and
  - h. Assemble and prepare initial draft of weekly Wednesday News.
2. Financial
  - a. Function as bookkeeper for Saint Andrew's under the supervision of the Treasurer, the Finance Committee, the Vestry, and the Rector;
  - b. Handle weekly deposits and issuance of checks (for signature by approved parishioners) for payroll and other parish expenses;
  - c. Prepare and distribute monthly financial reports for the Vestry, quarterly pledge statements to parishioners, and other special financial reports; and
  - d. Assist Finance Committee with preparations for annual audit as requested.
3. Worship Preparation and Support
  - a. In consultation with the Rector and Organist/Choirmaster, produce weekly service bulletins, associated inserts, children's bulletins, as well as any special service bulletins;

- b. Prepare printed copies of the prayers of the people and readings for worship services and coordinate with Altar Guild for their use in worship; and
  - c. As desired, assist Rector, Organist/Choirmaster, and Altar Guild with ordering and maintaining supplies needed for worship.
- 4. Files and Record-Keeping
  - a. Maintain a current up to date list of all individuals who have completed all necessary Diocesan training programs, including Safe Church training;
  - b. Maintain files of parish correspondence documents and other records (both hard copy and electronic) and ensure timely back-up of digital files;
  - c. Maintain church membership database and create customized mailing lists as requested;
  - d. File (electronically and otherwise) approved Parochial Reports;
  - e. Maintain files of vestry and other parish meetings; and
  - f. Maintain parish directory and update/publish/distribute as directed.
- 5. Building/Equipment Use and Maintenance
  - a. Maintain the parish calendar for all scheduled meetings, social activities and other uses of the building and property;
  - b. Coordinate with members and outside groups to schedule meetings;
  - c. Purchase and maintain necessary supplies;
  - d. Coordinate with Junior Warden requests for parish equipment maintenance;
  - e. Supervise usage and repair of office equipment;
  - f. Assist with maintaining parish bulletin boards;
  - g. Coordinate and maintain communications regarding church parking needs and usage;
  - h. Make arrangements to meet with service personnel, delivery persons and outside contractors as needed.
- 6. Relational and Security
  - a. Meet with the Rector every Tuesday morning (or on other agreed upon morning) for work review and planning;
  - b. Maintain cooperative and effective working relationships with staff and parishioners;
  - c. Maintain a confidential working environment in all relations with staff and parishioners, and outsiders;
  - d. Protect items of a confidential nature and insure that office is secured when not staffed;
  - e. Open office and necessary buildings daily, turn off equipment and lock doors when leaving building last; and
  - f. Maintain and distribute keys as directed.
- 7. Other - This description is not intended to include all responsibilities, as additional duties may be assigned and existing duties may be adjusted as needed.

**TO APPLY:**

Send a resume, list of references, and a cover letter to Father Gary Eichelberger at [rector@standrewsgreenville.org](mailto:rector@standrewsgreenville.org).

*Updated 1/23/2019*