

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

***\*Organized \*Detail-Oriented \*Proactive and Resourceful***

**Overview**

**Position:** Parish Administrator

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

**Hours:** 25 hours/week, 5 day workweek.

**Compensation:** Negotiable, depending on experience and qualifications

**Status:** Part-Time, Salaried, Non-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).

**Job Summary**

Saint Andrew's Episcopal Church, a vibrant, inclusive, and growing downtown parish, is seeking a highly motivated and experienced administrative professional with solid organizational skills and reliable interpersonal abilities. The Parish Administrator is a multi-faceted role supporting the spiritual and operational life of the parish through **office oversight, financial administration, facilities management, volunteer coordination, general record-keeping, and executive assistance** to the Rector and Associate Rector.

**Outline of Duties**

1. Office Oversight
  - a. Oversee and coordinate the daily operation of the Parish Office;
  - b. Monitor parish correspondence and designated parish e-mail accounts;
  - c. To the extent that parish volunteers are not available to handle reception duties, answer the telephone, and retrieve and respond to voicemail messages;
  - d. Assist Altar Guild with ordering and maintaining worship supplies; and
  - e. Coordinate with Director of Communications, Associate Rector, Rector, and other staff to ensure printing and distribution of all materials needed for regular weekly worship, special services, and formation offerings.
2. Financial Administration
  - a. Function as bookkeeper, handling deposits, accounts payable, and payroll, under supervision of the Treasurer, Finance Committee, Vestry, and Rector;
  - b. Prepare and distribute monthly financial reports for the Vestry, quarterly pledge statements to parishioners, and other special financial reports; and
  - c. Work with outside accountant on preparations for annual audit as requested.
3. Facilities Management
  - a. In coordination with Junior Warden, oversee the operation, upkeep of, and access to parish buildings, grounds, and parking;
  - b. Maintain parish calendar, keeping track of scheduled use of parish property;
  - c. Purchase and maintain necessary supplies and office equipment; and
  - d. Ensure the church campus is safe, welcoming, and well-maintained.
4. Volunteer Recruitment & Coordination

- a. With lay leaders and staff, help recruit and organize parishioners for ministries such as office volunteers, worship support, outreach, and parish events;
  - b. Maintain a current list of individuals who have completed all necessary Diocesan training programs, including Safe Church training; and
  - c. Help foster a culture of joyful service and active lay ministry.
5. General Record-Keeping
- a. Maintain files of parish correspondence documents and other records;
  - b. Maintain church membership database, oversee customized mailing lists as requested, and update parish directory; and
  - c. Maintain files of vestry and other parish meetings.
6. Executive Assistant to the Rector and Associate Rector
- a. Manage the Rector and Associate Rector’s calendar, appointments, and correspondence;
  - b. Assist with office document preparation, reports, and special projects; and
  - c. Maintain confidentiality and professionalism at all times.

### **Qualifications & Attributes**

- Education – B.A. or higher degree
- Strong organizational, administrative, and interpersonal skills.
- Ability to work independently, prioritize tasks, and maintain attention to detail.
- Welcoming presence with commitment to hospitality, integrity, and confidentiality.
- Experience in office management, bookkeeping, and/or nonprofit administration.
- Proficiency in office and financial software (e.g., Microsoft Office, Adobe InDesign, Google Workspace, QuickBooks or similar platforms); ability to learn church-specific tools (e.g., Realm/ACS, Ramp.com, Squarespace, Constant Contact).
- Familiarity with church life; comfortable working in a faith-based setting; knowledge of the Episcopal or other liturgical traditions preferred.
- Alignment with Saint Andrew’s core values of sharing the love of God through abundant worship, faithful witness, and unreserved welcome to all.

### **Organizational Overview**

Founded in 1900, Saint Andrew’s Episcopal Church is a parish in the Episcopal Diocese of Upper South Carolina and is 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. In recent years, Saint Andrew’s has experienced significant growth – with our average Sunday attendance (ASA) now over 110—and approximately 320 regular, active participants in our parish life. To learn more about Saint Andrew’s, visit our website: [standrewsgreenville.org](http://standrewsgreenville.org).

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