

JOB DESCRIPTION FOR PARISH ADMINISTRATOR ST THOMAS EPISCOPAL CHURCH

SUMMARY: The Parish Administrator provides services and oversight for the administrative, financial, and communication activities of St Thomas Episcopal Church, a parish of approximately 190 families. The Administrator reports to the Church Rector.

RESPONSIBILITIES AND DUTIES:

- **ADMINISTRATIVE:**
 - records, stores and maintains membership letters for parishioners
 - handle all correspondence for Rector and Church staff
 - answers phones, directs calls, takes messages
 - greets and entertains visitors to the church office
 - keeps parish calendar for services and events and schedules use of facilities
 - files and preserves all important Parish documents including annual parochial report
 - prepares certificates for Marriages, Confirmations and Baptism and records these events
 - prepares, copies, and distributes bulletins for all services
 - keeps record of Vestry minutes for all meetings
 - oversees Memorial Garden record keeping and operations
 - orders supplies for kitchen and church, coordinates for services and maintenance
- **FINANCIAL**
 - verifies and records contributions, donations and memorials and makes bank deposits
 - records and executes payroll, prepares W2 and 1099 forms, pays taxes and benefits
 - works with Parish Treasurer for budget preparation and reporting and annual audit
 - prepares and distributes contribution statements at end of the year and as needed
 - oversees purchasing and contracts, to include disbursement of funds
- **COMMUNICATION**
 - maintains the parish prayer list
 - prepares and mails weekly readings for Layreaders
 - assists/directs visitors requesting assistance
 - keeps Parish directory and mailing lists current
 - prepares/mails schedules for ushers, counters, and hospitality groups
 - manages and distributes Parish mailings and bulk emails (including weekly happenings).
 - updates the website, social media accounts, and other forms of communication as needed
 - serves as the parish liaison in communications with the Church Pension Group

QUALIFICATIONS AND SKILLS:

- proficiency with Microsoft Office
- proficiency with PowerChurch Plus and/or Quicken Finance
- exceptional communication and organization skills, attention to detail
- minimum of 5 years' experience with financial and communication responsibilities
- references to be provided upon request

- ability to maintain confidentiality among staff and parishioners

ADDITIONAL CONSIDERATIONS

- on-site presence required. Flexibility in schedule considered essential
- work schedule is typically Monday to Friday
- knowledge of liturgical procedures preferred
- relocation assistance not available
- may perform other duties not established above as needed
- experience with website configuration preferred

COMPENSATION AND BENEFITS:

- salary up to \$45,000 annually depending on qualifications and experience
- 403B pension plan
- medical plan
- standard reimbursement for permissible business expenses including work travel

OTHER CONSIDERATIONS:

- 2 weeks annual vacation.
- Federal holidays as leave days (when not conflicting w/major diocesan events).
- There will be an annual review. The Rector will conduct this review.