

Job Description
Parish Administrator
All Saints Episcopal Church

The Parish Administrator provides administrative support to the Rector and Members of the Church to enable them to better fulfill their ministries. This includes greeting the public, managing the church office, managing parish communications, and managing the church finances under the supervision of the Rector and Treasurer.

The Parish Administrator reports directly to the Rector and works closely with the Treasurer, Sextons, and Organist.

This is a part-time position at 28 hrs/wk, from 8 am to 3 pm, Monday through Thursday, with an occasional week where an extra 1-3 hours may be needed.

Pay: \$20/Hour

Benefits: paid time-off for the following national holidays: MLK Day, Easter Monday, Memorial Day, July 4, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day and either the day before or the day after. After the first 60 days it includes 15 days of paid vacation per year. Sick time as needed and in coordination with the Rector.

Necessary Skills: Proficient with Microsoft Office, works well with people, great at multi-tasking, willing to learn new software as needed, and able to maintain confidentiality at all times.

Desired Skills: Proficient with Microsoft Publisher and Realm, with knowledge and experience in general bookkeeping.

Duties include:

Greet the Public on behalf of the Church

- Open/close church sanctuary at various times and every Wednesday at 11am, and put the sign out/in.
- Manage any incoming calls or persons coming into the office.

Manage the Church Office

- Get the mail and distribute or manage, as required.
- Check phone messages, manage as required.
- Check incoming email messages, manage as required.
- Water office plants.
- Answer telephone—Field calls for rector. Handle each call as it merits.
- Support the Sextons as required.
- Purchase and maintain office supplies, as needed.

Provide Administrative Support for the Church's Ministries

- Support the Rector as required. Keep schedule and appointment list for the Rector.
- Support the members of All Saints as required.
- Update, print and prepare the service bulletins for Sundays, Holy Days, Funerals, and all other services.
- Update, print and prepare readings for Lectors to use on Sundays.
- Update and distribute monthly Server Schedule, manage as required.
- Inspect the Parish Hall after use by outside groups to be sure the contract has been followed.

Provide Administrative Support for Pastoral Care

- Mail birthday, anniversary, and assorted other care cards, as needed.
- Respond with sensitivity to pastoral care needs that arise and maintain confidentiality at all times.

Manage Parish Communications

- Draft, edit and distribute weekly e-News.
- Maintain current parish directory.
- Maintain and manage parish calendar—e.g., scheduling Mountain Synagogue, A.A., and any other use of facilities.
- Maintain robo-dial system for phone calls (we use “DialMyCalls”)
- Send information to Webmaster weekly, including e-news updates.

Manage the Church Finances

- Recording Deposits
- Handle payroll for Rector, administrator, and organist.
- Assist with compiling the Annual Parish Report
- Assist with compiling the Annual Audit
- Carry out Bank Reconciliations.
- Pay bills
- Run financial reports for Parish leaders