**Parish Administrator, Cathedral of St. Luke**

The Cathedral of St. Luke is a vibrant parish located in the West End of Portland, Maine. As the Cathedral for the Episcopal Diocese of Maine, St. Luke’s is a welcoming space for diverse outreach ministries, worship and community gatherings.

The Parish Administrator provides a warm welcome to those who visit the Cathedral of St. Luke and ensures the smooth-running operation of the Parish Office. The position requires management experience, knowledge of, and commitment to church ministry, excellent communication skills and the ability to multitask. This position can be full-time or part-time and includes benefits.

This position requires: a friendly, warm cooperative attitude, especially with volunteers and visitors, initiative, attention to detail and follow-through, an understanding of confidentiality as well as a good sense of humor. A bachelor’s degree is preferred and candidates with management experience, especially with ministry, are a plus.

**Principal Functions**

**Visitor Reception/Hospitality**

Answer and direct all incoming telephone calls, maintain voice mail system.  
Provide a welcome and positive ‘face’ to all visitors to St. Luke’s (includes visitors to St. Lukes’s St. Elizabeth’s Pantry, the Food Pantry and the Episcopal Diocese of Maine). Respond to a inquiries, questions and concerns that come to the office through email, phone and personal visits.

**Human Resources/Cathedral Staff**

Serve as a liaison between diocese, bookkeeper and staff with regards to payroll and benefits.

Submit bi-weekly payroll for St. Luke’s and St. Elizabeth’s Pantry to diocesan office.

Maintain in-house personnel records.

Keeps schedule for staff meetings, zoom reservations and building use.

**Finance**

Coordinate financial procedures with Bookkeeper and Treasurer.

Open and distribute incoming vendor invoices to Bookkeeper.

Open, Copy, and deposit all incoming payments into safe.

Track payments from building rentals, including income form weddings, funerals, concerts, rentals and other special events.

Send Gift Acknowledgements.

**Stewardship**

Work with Stewardship Chair to send out Stewardship mailings.

Track incoming pledges, send thank you notes to pledging parishioners and quarterly pledge statements using REALM (Church Database Software).

**Worship**

Create weekly service bulletins for Sunday Worship services. Includes bulletins for monthly Choral Evensong servuces,

Funeral and other special services.

Assist altar and flower guild with scheduling and ordering supplies.

**Marketing/Communications**

Maintain and Update Website

Weekly Email via Constant Contact

Maintain bulletin Boards.

**General Office**

Maintain Parish Directory (Using REALM)

Liasson with Diocesan Office and Cathedral Vestry, and other parish administrators.

Maintain baptismal, marriage and burial registers. Work with families and clergy as needed during those services.

Coordinate burials in the Bishop’s Garden and Columbarium with volunteer leaders.

Maintain Google Calendar.

Create Annual Report, parochial report and other required documents.

Provide logistical assistance for clergy, staff and volunteers for special services and events.

Manage maintenance of office equipment including copier and postage meter.

Pick up mail daily at post office, open and distribute. Mail all outgoing letters and packages.

Order office supplies, coffee and items needed for housekeeping staff and committee heads.

Liasson with IT firm, Security system provider Pest Control Company, State Licensing Board for Elevator, Pine State Elevator, Johnson Controls, Dumpster, The Cumberland Club (Parking) and Plowing.

**Building Rental**

Meet with prospective clients, booking space as needed.

Create and revise contracts and other agreements using building maintenance forms.

**Other Duties as Requested**

To be considered for the position of Parish Administrator at the Cathedral of St. Luke, please submit a cover letter and resume to the Interim Dean, the Rev. George R. Stevens at gstevens@cathedralofstluke.org