



# St. Alban's Episcopal Church

The Rev. Lynn Carter-Edmonds, Transition Priest-in-Charge  
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## OPEN POSITION: Parish Administrator

February 19, 2021

This position is literally the face of St. Alban's to parishioners, guilds and committees, community groups and vendors. As such, excellent interpersonal and communication skills are critical to success. The ideal candidate will be detail oriented, self-motivated, and a proactive problem solver with a curiosity of how things work to anticipate future needs. Very strong organizational skills are a must in the face of a significant workload that includes frequent interruptions, regular follow up, multiple priorities and regular deadlines. Finally, because this position supports the Rector and the pastoral care St. Alban's extends to all, the Parish Administrator must enjoy working with people, be sensitive to their needs while at the same time setting boundaries so that the assigned tasks can be completed.

### **Essential functions of the Parish Administrator include, but are not limited to, the following:**

#### **Parish Communications:**

- Creates and publishes the weekly worship bulletins.
- Creates and publishes the weekly St. Alban's News sent electronically to all members via Constant Contact.
- Creates and publishes bulletins for funerals, weddings, and special events.
- Acts as the collection point and provides some content for the website.
- Publishes parish calendar and calendars for select guilds and committees.
- Creates and maintains all informational brochures for the parish and participating guilds and committees.
- Receives, sorts and re-directs mail and email; processes necessary paperwork.

#### **Parish Records:**

- Maintains parish database, mailing list and email list using Realm membership software, and creates parish directory annually.
- Prepares Annual Report for the Annual Parish Meeting.
- Tracks pledges and sends time-appropriate statements to contributors.
- Maintains records, including vestry minutes and letters of transfer relating to parishioner transfers both into St. Alban's and out as requested.
- Completes the membership, attendance, and service reports for the annual Parochial Report.
- Tracks the income and expenditures relating to the altar flower remembrances and all restricted accounts.
- Maintains records for the St. Alban's Memorial Garden and Columbarium, overseeing and tracking sales and burials.
- Maintains files for all contracts/contractors; manages record retention as needed.

#### **Assistant to the Rector:**

- Acts as the first point of contact for the Rector.
- May maintain the Rector's schedule including making appointments.
- Keeps the confidences of the Rector relating to assisting parishioners with pastoral care.

**Receptionist for the Parish:**

- Acts as the first point of contact for visitors to the parish office.
- Is a resource to guilds and committees as needed.
- Is often the first point of contact for any seeking pastoral care and must act as comforting and knowledgeable resource ensuring they get the appropriate support in a timely basis including contact with the Rector.

**Other Duties:**

- Maintains the parish calendar and serves as primary contact for building use by committees and guilds as well as outside organizations.
- Provides event support for projects and fundraisers on an as needed available basis.
- Acts as the key day to day link with outside groups including ones already using St. Alban's facilities and those inquiring about their use.
- Oversees and schedules cleaning activities around various events including weddings, receptions, funerals, etc.
- Is available for initial conversations for those requiring pastoral care.
- Handles facility management, including setting up for contractors, meetings, and events.

**Key Challenges:**

- Managing multiple communication vehicles and meeting their publishing deadlines.
- Managing time effectively while trying to serve many internal stakeholders including the Rector, staff, Wardens, committees and guilds, and the parishioners at large.
- Maintaining parish records in an accurate and timely basis.
- Being a calm, comforting, and helpful resource to those looking for pastoral care.

**Work Experience and Skills**

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- Communication proficiency, including excellent verbal and written communication skills.
- Technical proficiency, including Google G Suite app experience; comfortable with Microsoft Office, Windows, Realm membership, Constant Contact, contemporary web usage, and website editing.
- Excellent written and oral communication skills and attention to detail.
- Strong organizational and analytical skills.
- Ability to work independently and manage multiple projects and deadlines.
- Credibility, dependability, and integrity.

**Additional Job Information**

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- Salary/Wage: \$18-20 per hour depending on experience.
- Schedule of Employment: This is a three-quarter-time, 30 hour/week position: M-TH: 9:00am-4:30pm (one-hour off for lunch and two paid breaks); F: 9:00am – 1:00am.
- Benefits: Medical and dental insurance, prorated based on 30 hours/week, with 10% employee contribution; pension program with employer match; earned paid time off.
- Reports to the Rector.
- Applications will be received until the appropriate candidate is found.
- To apply, please send a letter of interest and resume electronically to the Rev. Lynn Carter-Edmands, Transition Priest-in-Charge at [Lcarter-edmands@stalbansmaine.org](mailto:Lcarter-edmands@stalbansmaine.org) .