

## **Parish Administrator**

St. Thomas Episcopal Parish is seeking an experienced, proactive Parish Administrator (PA) to support our ministry by managing daily operations and finances in close cooperation with the Priest-in-Charge and other church staff. This position requires an exceptional degree of professionalism and the ability to work in a complex environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the successful candidate will need confidence and proven organizational, financial, communication and interpersonal skills.

### **Duties and Responsibilities:**

#### **Parish Management:**

The PA runs the day-to-day operations of the parish and supports the Priest-in-Charge, Associate Rector, Director of Music, and Vestry. PA is expected to be responsible for the overall calendar of the parish, keeping track of recurring events and deadlines associated with the church year, the school year, and the fiscal year, coordinating activities and making sure staff and volunteers are prepared in advance.

In coordination with the Director of Physical Plant, the PA coordinates the schedule and administers policy for use of church facilities for members and outside groups, including weddings, funerals, and other events. The PA supports the Priest-in-Charge, Associate Rector, and Vestry in scheduling meetings, preparing agendas and meeting minutes. ☐ The PA schedules and coordinates volunteers in worship ministries, including Readers, Eucharistic Ministers, Acolytes and Greeters.

The PA supports volunteers in planning, coordinating and executing parish fundraisers and other events. This may include work in evenings and on weekends. The PA prepares and submits the annual Parochial Report to the Episcopal Church. The PA trains and supervises office volunteers.

#### **Communication:**

The PA creates and produces church publications including weekly worship bulletin, announcements and email newsletter, member directory, special mailings, volunteer handbooks and annual reports.

The PA is responsible for maintaining the church's social media presence, including posting events and updates to Facebook and Instagram, The PA administers the church website, adding pages as needed and keeping content current. The PA builds and maintains relationships with the congregation, and keeps aware of events in the life of the church and its members. This includes maintaining the parish database and member directory, as well as internal lists of births, deaths, illnesses, and other pastoral needs. When necessary, the PA serves as backup for the Administrative Assistant in greeting visitors and answering phones.

#### **Finance:**

Working closely with the Parish CFO, Parish Controller, and Parish Treasurer, the PA is responsible for bookkeeping for the Church and the Parish Endowment, record and deposit weekly collections and special gifts, process online and credit card donations, reconcile donations with pledges; prepare and send quarterly and annual statements, process payables and other bills promptly, process payroll through ADP, prepare and present monthly financial reports to the Parish Vestry, support volunteers and Priest-in-Charge in the annual Stewardship campaign.

**Knowledge, Skills and Abilities:**

Microsoft Word, Excel, Publisher, PowerPoint, ☒ Google Drive, Calendar, Docs, Meet

The PA should have some familiarity and comfort with church operations, terminology, practice, etc.

The PA must be able to prioritize multiple tasks and stay focused.

**Desired Education and Experience**

Associate Degree in Business or Office Management

Certificate in Bookkeeping

5 years' office or administrative experience.