

All Saints' Episcopal Church
Parish Administrator Job Description, 2021

Overview

The Parish Administrator provides administrative assistance to the parish, acting as receptionist, creating various mailings and documents, creating and maintaining reports, referring those in need to appropriate resources, and providing personal assistance to the Rector. Administrator is not expected to do every job requested by every member of the congregation.

Qualifications and Gifts

- The Parish Administrator should maintain a professional and welcoming atmosphere to all those entering the church.
- Act with tact and discretion and maintains confidentiality as necessary.
- Competency with computers, including Word, Excel, Publisher, and internet skills.
- Familiarity with data base operations, preferably Church Windows.
- Ability to do several jobs at one time and deal with many interruptions
- Ability to do accurate and timely work
- Compose letters using correct spelling, punctuation, and grammar

Primary Responsibilities

- Answer the phone and receive visitors and parishioners
- Check building to secure daily.
- Operate office equipment and type correspondence, reports, etc. as needed
- Maintain calendar of events. Keep appointment schedule for clergy when asked to do so
- Maintain up-to-date Parish Records (e.g. Parish membership mailing lists, letters of transfer, baptismal and other certificates, etc.). Also help maintain lists of various groups (i.e. Altar Guild, Ushers, Lay Readers, etc.)
- Maintain and order office supplies
- Manage any volunteer office workers
- Manage postage of all out-going mail
- Maintain supply of baptismal, wedding, columbarium certificates, etc.
- Produce bulletins as needed (weekly and special events such as Christmas, Thanksgiving, Lent, Funerals, etc.) including inserts or other material accompanying bulletins.
- Assure that any special inserts (e.g. music not found in hymnals, Bishops, fund literature, Advent Prose, special announcements and notices) are printed and inserted in bulletins
- Maintain Register of Church Services
- Maintain church website

Annually/Quarterly

- Type, print, and assemble reports for Annual Parish Meeting
- Assist with annual stewardship campaign as needed.

Monthly

- Prepare calendar of events
- Review and prepare schedule of ushers, lay readers, acolytes, etc.
- Prepare monthly birthday/anniversary lists
- Prepare, print and assemble Parish Directory

Weekly

- Prepare, print and distribute weekly lesson materials for lay readers
- Assist with counting weekly proceeds and preparation of bank deposits
- Distribute materials and mail to vestry, group leaders, etc.
- Maintain petty cash fund and disburse with discretion

Additional Responsibilities as required

- Schedule all Sunday ministers (Acolytes, Readers, Chalice, Ushers, Greeters)
- Create and maintain Google Pages for website and for Narthex screen
- Prayer Chain coordination with Office and Sunday Bulletin
- Make bulletin available online
- Coordinate facility needs with contractors (i.e., custodians, snow removal, etc)
- Coordinate facility needs with Jr. Warden
- Interface with Facility Users:
 - Collect fees
 - Manage contracts
 - Set up & some clean up
 - Tours for potential users
- Promote events with Reporter Herald
- Work with Rector on church projects as needed
- Primary resource for answering queries and questions from Parishioners and public