

# Grace Church + Georgetown

## Parish Administrator Position Description

### **OVERVIEW**

The Parish Administrator (PA) works closely with the Rector to manage the day-to-day operations of the parish including areas of office administration, finance and accounting, facility management, personnel and staff coordination, risk management, strategic planning, vendor management, and information management. The PA works closely with the Rector, Wardens, and Vestry members to ensure that the church's spiritual, business, and program-related work is accomplished. The Parish Administrator will be a resource person for both members and non-members, and a welcoming and responsive presence in our church's office.

<b>Reports to</b>	Rector
<b>Hours</b>	25 hours/week: Schedule to be determined in collaboration with the Rector. Additional compensated hours may be necessary during peak church holiday seasons.
<b>Compensation</b>	\$25/hour, depending on experience and qualifications, plus vacation
<b>Status</b>	Part-time, non-exempt

### **DUTIES AND RESPONSIBILITIES**

#### **Information Management**

- Maintain a functional system of communication with the parish.
- Maintain parish records, including financial, membership, diocesan, physical plant, and other operational data, keeping them up-to-date and accurate.
- Produce reports, directories, and other documents from parish records under the direction of the Rector, vestry, and committee leadership, on a timely basis.
- Coordinate the parish calendar to facilitate building use by internal and authorized external groups.
- Produce and distribute weekly e-news.
- Assist with preparing and distributing marketing materials.
- Assist with managing the church's online presence (website and Facebook page, online advertising, etc.).
- Ensure that outdoor signage is updated regularly to reflect current events and activities.

#### **Administrative Support**

- Provide a welcoming and helpful presence in the parish office.
- Respond to requests for information and resources via email, telephone, and in-person visits.
- Provide administrative support to vestry or other committees as requested.
- Place orders for supplies and equipment as necessary/authorized.
- Coordinate with the Treasurer and bookkeeper to maintain parish financial records.
- Coordinate with vendors for needed repairs and property maintenance in consultation with Rector and Wardens.
- Communicate regularly with Rector, parish custodial staff and wardens about facilities-related needs, including set-up and clean-up for special events.
- Produce rosters, correspondence, and other documents.
- Sort incoming mail and send parish mailing and other outgoing mail.
- Maintain and manage parish calendar.
- Provide administrative support to special events.

**Liturgy Support**

- Create, proof, and print worship materials and bulletins for Sunday morning and other services.
- Prepare flower donations information, assist with the coordination of lectionary and ministry schedules, send reminders as scheduled.
- Provide assistance with tracking the liturgical calendar and planning for church events, as needed.

**Volunteer Support**

- Assist in recruiting, coordinating and scheduling volunteers as needed, under direction of the Rector or committee leadership.
- Organize workflow and maintain a tidy and usable office environment to enable effective use of volunteers.
- Work with member-volunteers and all organizations.
- Serve as a resource for volunteers as needed.

This description is not intended to include all responsibilities, as additional duties may be assigned and existing duties may be adjusted at any time. All staff must undergo a background check and comply with the *Safeguarding God’s Children* training upon employment.

**WORKING SCHEDULE**

- This is a part-time position of 25 hours/week.
- Working hours should be arranged with the Rector to accommodate responsibilities without the need to exceed 25 hours per week on any regular basis.
- The Parish Administrator is required to work Christmas week, Holy Week (Palm Sunday through Easter Sunday), and Easter Week - the week following Easter through Sunday.
- Four weeks of vacation per year, non-cumulative.
- Vacation time would be preferably taken in June or July, with the Parish Administrator working by August 15<sup>th</sup> for the start of the Montessori school year. Vacation may be scheduled at other times of the year only if the Rector agrees in advance.
- Medical, Dental, and Vision Insurance available.
- 24/7 parking provided.

**ACKNOWLEDGEMENT**

I have read and received a copy of my job description. I understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak to the Rector.

Parish Administrator’s Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Parish Administrator’s signature \_\_\_\_\_

Rector’s Signature \_\_\_\_\_ Date \_\_\_\_\_