

Job Description Parish Administrator (part-time 10 hours)

Trinity Episcopal Church
1 Oak Ave
Moundsville, WV 26041
trinitymoundsville.org

SUMMARY

The Parish Administrator maintains a warm, welcoming, orderly atmosphere for parishioners and others who call or visit the church. Reporting to the Rector, the Parish Administrator is responsible and accountable for day-to-day coordination and implementation of administrative and business-related functions of Trinity.

Responsible for smooth, efficient operations, and overall management of the parish office including coordinating, directing, and executing all non-ministerial parish operations, responding to all telephone, email, and in-person inquiries/visits with courtesy and tact. Completes all annual, monthly, and weekly tasks in an efficient and timely manner. Working closely with all church staff, volunteers.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Annual Tasks

- 1.1 Annual Meetings: Collect, Prepare, and Publish all documents for the Parish Annual Meeting, including working closely with leadership to produce year-end financial reports. Assist with the annual budget process, providing input about administrative expenses.
- 1.2 Annual Parochial Report: Collect data throughout year, Assist the Rector in computing data. Maintain files associated with the report.
- 1.3 Support mailings for stewardship and parish ministry teams.
- 1.4 Collect, prepare, and assist the Leadership of the parish with annual program calendar planning. Communicate drafts and updates with staff, vestry, and parish community as needed.
- 1.5 Work with a stewardship team to provide parishioners with pledge information.
- 1.6 **Quarterly Task:** send out giving statements and final year end statements.
- 1.7 Work with treasurer to ensure an annual audit of all finances is completed.

2. Monthly Tasks

- 2.1 Administrative support for monthly Vestry meetings.
- 2.2 Attend monthly (and any special called) vestry meetings and take minutes; save in computer file, and post on bulletin boards. Prepare vestry member folders each month.
- 2.3 Provide treasurer with necessary reports for vestry meeting.
- 2.4 Enter and pay all bills in a timely manner.
- 2.5 Reconcile accounts in Quickbooks with monthly bank statements.

3. Weekly Tasks

- 3.1 Parish Calendar: Maintain parish calendar, ensuring all events are entered correctly and assigned to appropriate room.
- 3.2 Sunday worship bulletin: Update bulletin, adding lessons, music, etc. with Rector and music team input. Edit and produce drafts for revisions by Wednesday afternoon. Duplicate and fold. Collate with inserts as necessary.
- 3.3 Using Planning Center, schedule teams for worship assignments. Update as needed.
- 3.4 Reminders: Email reminders during the week to those participating in Sunday services: Altar Guild, Coffee Hour Hosts, Acolytes, Usher, etc. Send readings to lectors and prayers to intercessors. Planning Center handles most of this.
- 3.5 Parish website: Assist in updating as needed with fresh content, documents, photo, and other information. Keep weekly information fresh, as requested.
- 3.6 Maintain Phone System: Maintain greeting, track voicemails and give to Rector or other appropriate people in timely manner.
- 3.7 Monitor building activities; troubleshoot issues as necessary with Rector.
- 3.8 Sort mail and distribute mail.
- 3.9 Enter donations from online software and in-person services into Quickbooks accurately.
- 3.10 Make bank deposit on Monday morning.
- 3.11 Update Planning Center database with church visitor and member information in coordination with the Invite, Welcome, and Connect team.
- 3.12 Coordinate with Rector to create and send weekly and/or monthly newsletters via Mailchimp.

4. Other tasks

- 4.1 Parish database: Update entries as needed. Conduct searches and prepare reports as needed for mailing labels, committee lists, etc.
- 4.2 Take phone calls and emails from people interested in renting space, send application forms and information.
- 4.3 Building use: In addition to sending and receiving applications, show facilities to potential renters as needed; confer with Rector about requests, costs, and possible conflicts as necessary. Take payments for rentals. Send electronic or paper invoices as needed.
- 4.4 Order office and church supplies as needed; monitor office supplies & budget.
- 4.5 Monitor maintenance of office equipment; schedule servicing as needed; order parts as needed.
- 4.6 Show service/repair/delivery people to appropriate locations in building, explain concerns, answer questions, etc.
- 4.7 Keep hallway bulletin boards up to date and post notices as needed.
- 4.8 Perform other clerical related duties as requested and assigned.
- 4.9 Keep parish office organized and clean.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a proven track record in managing growing and complex faith, mission-focused, or non-profit organizations comprised of many programs and multiple internal stakeholders. Prior experience as a Church/Parish Secretary in one or more churches is preferred (experience in an Episcopal parish a plus). Database skills and bookkeeping knowledge is important. Must possess excellent interpersonal skills and presentation skills including both written and oral communications. Must have a high energy level with a strong results-oriented, achievement focused work ethic.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Organization and attention to detail is very important. Since the position will have access to sensitive information, the ability to maintain confidentiality is crucial. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EXPERIENCE: High School Diploma or General Educations degree (GED); or one to 3 months related experience and or training; or equivalent combination of education and experience. Must be able to pass background check.

LANGUAGE SKILLS: Ability to read, analyze, and interpret financial reports and legal documents.

Ability to respond to common inquiries or complaints from parishioners or members of the community. Ability to effectively present information to the Rector and Vestry.

COMPUTER SKILLS: Knowledge of Database software, Internet Software, Spreadsheet software, Word processing software, and social media applications. Must be skilled using QuickBooks.

REASONING ABILITY: Ability to define and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Pay scale: \$15/hour

Schedule: Schedule is extremely flexible.

To apply for the position, send a current resume to Rev. Tommy Sheppard via email.

tommy.sheppard@trinitymoundsville.org