

**Job Description
Parish Administrator
St Margaret's Episcopal Church, Baton Rouge**

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 St. Margaret's. Responsible for smooth, efficient operations and overall management of the parish office including coordinating, directing and executing all non-ministerial, non-finance 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, Treasurer, Wardens and Vestry provides support services for all church operations.

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

- a) Annual Meetings: Collect, Prepare and Publish all documents for the Parish Annual Meeting, including working closely with treasurer to produce year-end financial reports. Assist with annual budget process, providing input about administrative expenses.
- b) Annual Parochial Report: Collect data throughout year, Assist the Rector in computing data. Maintain files associated with report.
- c) Update and re-print parish directory
- d) Support mailings for stewardship and parish ministry teams
- e) 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
- f) Work with a stewardship team to provide parishioners with pledge information
- g) **Quarterly Task:** send out giving statements and final year end statements

2) Monthly Tasks

- a) Administrative support for monthly Vestry meetings. Receive vestry minutes monthly from Vestry Secretary; save in computer file and post on bulletin boards. Prepare vestry member folders each month
- b) Reconcile Membership Vision web giving and other online App giving reports and assure all entries are recorded to the church database. Forward reports to treasurer

3) Weekly tasks

- a) *Parish Calendar*: Currently a one page weekly newsletter insert in bulletin and email.
- b) Sunday worship bulletin: Update bulletin, adding lessons, music, etc. with Rector and music director input. Edit and produce drafts for revisions by Wednesday afternoon. Duplicate and fold. Collate with inserts as necessary.
- c) As requested, assist with the weekly ROTA for worship assignments.
- d) 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.
- e) Parish website: Update as needed with fresh content, documents, photo, and other information. Keep weekly information fresh, as requested.
- f) Take phone calls, emails from people interested in renting space, send application forms and information by email if possible. Schedule event coverage. Maintain Phone System daily: Maintain greeting, track voicemails and give to Rector or other appropriate people in timely manner.
- g) Maintain master calendar with parish, content, and other space use information.
- h) Monitor building activities; troubleshoot issues as necessary with Rector.
- i) Sort mail and distribute mail daily.
- j) Deposit of weekly income at bank (Monday); record donations in Breeze database; forward printed batch report to Treasurer
- k) Update Breeze database with church visitor information in coordination with the Invite, Welcome, Connect team

4) Other tasks

- a) Parish database: Update entries as needed. Conduct searches and prepare reports as needed for mailing labels, committee lists, etc.
- b) Assist Treasurer with coding of billing invoices
- c) 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.
- d) Order office supplies as needed; monitor office supplies & budget.
- e) Monitor maintenance of office equipment; schedule servicing as needed; order parts as needed.
- f) Show service/repair/delivery people to appropriate locations in building, explain concerns, answer questions, etc.
- g) Keep hallway bulletin boards up to date and post notices as needed.
- h) Performs other clerical related duties as requested and assigned.
- i) Keep records of participants for parish events.

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 Administrator 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. 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.

LANGUAGE SKILLS: Ability to read, analyzes, 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.