

## PARISH ADMINISTRATOR

St. Paul's Episcopal Church, Montrose, PA, is hiring a Parish Administrator. The position description with job qualifications, knowledges, skills, and abilities is attached. If questions call the office at 570-278-2954

**Background Check:** If hired, will have to pass standard background investigation to comply with church requirements.

**Salary:** Commensurate with job experience, skills, and qualifications. After 6 months, there will be 38 hours paid vacation annually.

**Hours:** Part time position (19 hours per week to be coordinated with clergy). At least two of the days must coincide with the Parish Rector.

**Training:** On the job training provided.

**Resumes:** Resumes due by Friday, December 3rd to the St. Paul's parish office via email ([stpaulsmontrose@epix.net](mailto:stpaulsmontrose@epix.net)) or in person during office hours.

## PARISH ADMINISTRATOR

**Job Description:** The Parish Administrator provides general office support to the parish, staff, vestry, congrégation, and committees, in order to support the ministries and mission of St. Paul's Episcopal Church. The Parish Administrator works under the supervision of the Rector (or Senior Warden if no rector available) and is responsible for:

### **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, including: preparing meeting documents or posting minutes; making document copies, sending out mailings, etc.;
- Maintain sufficient inventory of office and general kitchen and bathroom supplies and place orders as required;
- Coordinate with vendors as delegated by Rector, Wardens and Property Committee;
- Produce rosters, correspondence, and other documents;
- Maintain and manage parish calendar.

### **Financial Support**

- Coordinate with the church Treasurer to accurately maintain records of all church fiscal transactions, maintaining annual budgets and financial records;
- Prepare checks weekly for signature;
- Prepare monthly balance sheets and upkeep and reconcile bank statements; provide annual statement of gifts to each member;
- Make timely bank deposits;
- Handle payroll information for employees, entering data into Church Windows accounting;
- Provide information for yearly audits.

### **Information Management Support**

- 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;
- Coordinate the parish calendar to facilitate building use by internal and authorized external groups;
- Produce and distribute the congregational newsletter by email and regular mail;
- Assist with managing the church's online presence (website and Facebook pages, online advertising, etc.);
- Ensure that the outdoor electric sign is updated regularly to reflect current events and activities.

### **Liturgy Support**

- Assist with preparing and proofing worship materials and bulletins for Sunday morning and other occasional services;
- Prepare flower donations information, assist with the coordination of lectionary and ministry schedules, sending reminders as scheduled;
- Provide assistance with tracking the liturgical calendar and planning for church events.

### **Job Qualifications/Knowledges/Skills and Abilities**

- Strong writing and grammar skills, including proofreading.
- Proficiency in bookkeeping
- Proficiency in word processing, spreadsheet, and database applications.
- General computer proficiency including Internet, E-mail, Facebook and webpage
- Demonstrated organizational skills, including calendaring, project coordination, and prioritization.
- Ability to effectively manage workload.
- Effective communication skills, both verbal and written.
- Ability to maintain confidentiality at all times regarding persons and information.
- Basic knowledge of invoice and purchase order transactions.
- Knowledge of supply procurement,
- Welcoming disposition,

- Must pass background investigation to comply with church requirements.