

PARISH ADMINISTRATOR

The Parish Administrator works under the general supervision of the rector and in cooperation with St. Peter's Church in the Great Valley (SPGV) staff and volunteers to assist in the administration of the parish.

The Parish Administrator assists the rector, staff, wardens, and other lay leaders in the day-to-day oversight of the parish and is expected to create and update printed and electronic media (e.g., leaflets, directories, webpage), maintain parish records, calendars, track pastoral care needs as directed and coordinate the supply of goods and services, in addition to other assigned duties. Additionally, this position will involve financial data entry and management, including accounts payable, employee payroll, and financial reporting.

REPORTS TO: Rector

Also Supports: Associate Rector, wardens, treasurer, lay leaders, commission chairs

RESPONSIBILITIES & REQUIRED TASKS

Operations (recurring activities to support the cycle of church activities)

Daily

- Serve as the informational hub of the parish and as welcoming presence for visitors
- Answer phone, take messages, respond to inquiries as needed
- Pick up, sort, and distribute mail

Weekly

- Prepare and distribute Sunday service leaflets
- Create/update leaflet announcements and any other inserts or materials for leaflet
- Participate in weekly staff meeting
- Communicate with weekend sexton about duties

Quarterly

- Create schedules for readers, ushers, eucharistic ministers, sound, live-streaming
- Assist in coordinating schedules for acolytes, altar guild, flower guild
- Prepare special service bulletins: Christmas, Holy Week, Easter, weddings, funerals, etc.
- Coordinate wedding and funeral information, notify sexton, organist, and altar guild
- Order office supplies
- Communicate pastoral care needs with the clergy and pastoral care commission

Administration (parish recordkeeping, reporting, and support for church governance)

Weekly

- Maintain the parish prayer list

Annually

- Prepare the annual parish report and the parochial report
- Create vestry notebooks and nametags
- Maintain and update church forms/booklets/PR handouts.
- Keep church calendar up to date

- Prepare letters of transfer, baptismal and confirmation certificates
- Maintain physical and electronic record of parish business (including vestry files, annual meeting reports, parochial reports, annual audit report, etc.)
- Maintain all parish membership records (e.g., Service Book, Parish Register)
- Maintain parish database – enter all personal data and track visitors, newcomers, deaths, transfers, etc. as well as Sunday school data

Communications

Weekly

- Update parish website: includes posting calendar, photos, sermons, articles, special events.
- Manage postings to church social media accounts
- Prepare, edit, and send out weekly announcement email (Keynotes) and special parish-wide emails

Monthly

- Assist with printing and distribution of monthly newsletter (Beacon)
- Prepare and distribute monthly vestry packet
- Maintain, update & distribute parish membership directory
- Track Altar Memorials
- Coordinate other electronic and printed communication as necessary, including advertising
- Post notices on boards on perimeter of church grounds
- Coordinate church mailings, e.g., for stewardship, finance, capital fund drives, etc.
- Update outgoing phone message as needed

Financial

Weekly

- Receive bills for goods and services. Review bills for correctness and prepare for bookkeeping service
- Inform treasurer(s) of any unusually large or unexpected invoices

Monthly

- Provide payroll information to the payroll service or bookkeeping service
- Coordinate with the bookkeeping service to generate monthly reports
- Review financial statement and variance reports
- Monitor cash flow and ensure sufficient funds are available in checking accounts to cover all expenses
- Invoice Altar Memorials

Annually

- Coordinate with bookkeeping service to generate annual reports
- Coordinate with the treasurer and finance chair to maintain accounting practices in accordance with the Manual of Business Methods of the Episcopal Church
- Respond to periodic requests for historical financial data

Facilities/Property

- Arrange for maintenance or repair to office equipment (computers, printers, phones, etc.)
- Coordinate use of SPGV's facilities by church members, renters, and community members

- Serve as point of contact for renters, including sending out rental contracts
- Track and coordinate contractors, contact information, property work history, etc.
- Notify property chair when repairs are needed. Schedule with plumber, electrician, etc. as necessary
- Be present for service calls and deliveries or coordinate presence of others
- Schedule inspections required by providers: fire alarm, pest control, elevator, etc.
- Issue facilities keys to authorized individuals and maintain audit trail

Other duties as assigned

HOURS/DAYS FOR WORK:

This position is expected to average 30 hours per week

Parish office hours are 9:00 a.m. to 5:00 p.m., Monday-Thursday. Work schedule flexibility within posted office hours is available

QUALIFICATIONS (SKILLS, COMPETENCIES, EXPERIENCE REQUIRED)

- Strong interpersonal skills
- Strong organizational skills and ability to work independently
- Strong verbal and written communication skills
- Proficiency in MS Word, Excel, and PowerPoint
- Understanding of the basic principles of database management
- Familiarity with social media tools (Facebook, Instagram) and website maintenance
- Acquaintance with bookkeeping software preferred
- College degree and/or
- 3-5 years of office experience, including familiarity with office equipment.

Job Type: Part-time

Pay: \$20.00 per hour; medical benefits offered

COVID-19 considerations:

Masks are required in all buildings and outside on campus. Physical distance is maintained. Each person works in a separate office and others are asked not to enter offices at this time.

Pennsylvania state background check, Pennsylvania child abuse history certification, and FBI criminal background check are required for all employees