

Parish Administrators' Collaborative

Table Top Discussion Notes

June 7, 2016

Present:

(See contact list attached)

Megan Akers
Judy Angsten
Cathy Bennett
Barbara Brady
Jennifer Davidson
Lynne England
Kate Gabriel-Jones
George Jones
Ann Kash
Barbara Martin
Meredith Mazur
Elizabeth Moore
Teresa Pinney
Deb Ripley
Beth Shaw
Joyce Theriault
Susan Tyler
Cathy Zub
Barbara Martin
Teresa Pinney

Next meeting:

September 13, 2016 (time/location TBD)

Define roles and responsibilities

- Topics discusses other than “tasks”
 - ~ Job Descriptions vs. LOA vs. MOU
 - *Action item: Please share a copy of your job description with Barb, bmartin@episcopalmaine.org
 - ~ Variety in # of hours per week from 3 volunteer to full-time compensated
 - ~ Recognizing that for every “task” there were 2 tasks unmentioned
 - ~ Recognizing how one item on job description, includes many facets
 - ~ Encouraging not gathering in the administrator’s office
- Reception
 - Greet visitors
 - Assist those seeking pastoral care (discussed how much this increases when a church is in transition)
- Communications
 - Email
 - Weekly and/or Monthly Newsletters
 - Media
 - ~ Send info to newspapers
 - Make posters and sign-up sheets
 - Bulletins

Define roles and responsibilities (con't)

- ~ Maintain liturgy resources for bulletins: seasonal booklets, special services
- Announcements
- Mail
- Website
- Social Media
- Telephone
- Finance (widely varied "finance" role between admins)
 - Treasurer's Responsibilities vs. PA's
 - Parochial Reports
 - Authorizing Bill Paying
 - Accounts Receivable/Payable
 - Financial Reports to Treasurer
 - Pledge Tracking, Reminders
 - Input Weekly Offering Envelopes
 - Send contribution statements to parishioners
- Charity Assistance
 - Gift Cards
 - Requests for \$\$
 - Directing to Other Service
- Database
 - Management of Membership
 - Researching Types of Database Software
 - Converting to New Database
 - Recording attendance
 - Publishing Parish Directory
- Creating and Managing Forms
 - New member
 - Wedding/funeral customaries
 - Certificates
- Building/Campus Use
 - Schedule:
 - ~ Weddings
 - ~ Funerals
 - ~ 3rd Party Events
 - ~ Conferences
 - Set Up for Meetings
- Annual Meeting
 - Plan Event
 - Provide/Publish Reports
- Manage Supplies
 - Office Supplies
 - Postage
 - Cleaning Supplies
 - Food for Events
- Calendar/Scheduling

Define roles and responsibilities (con't)

- Maintaining/publishing/distributing multiple calendars – rector, multiple groups
- Scheduling lectors, lay eucharistic ministers and coffee hour hosts
- Memorial Garden
- Cemetery
 - Sales
 - Maintaining Records
- Registry

Need for boundaries around our work life

- Encounter situations with clergy, parishioners, walk-ins
- Difficult to enforce boundaries
- Important to have rector on your side
- Remember we can't fix it all
- Use boundaries as a business tool (can't be effective if "yes" to every request)
- Examples of need for boundaries:
 - Texts from rector after work hours
 - Priest sends note about work to be done publicly on Facebook
 - Limited hours, more work assigned than can be done in those hours
 - Intrusions into off hours
 - Asked to volunteer (or be Mary in the Christmas pageant!) by parishioners
 - Parishioners asking for home visits from PA
 - Checking email outside of work
- Situations that occur when a PA is also a parishioner
 - People requesting information/assistance before or during worship

"Imagineering": How can PAC help?

- Professional development opportunities
 - Electronic platforms (hardware & software) seminars/learning opportunities
 - ~ Example: Mail Chimp Seminar, WordPress
 - Pastoral care tips
- Database Information Swap
 - Experience with different companies
 - Possible group software purchase
- Sharing Forms and Templates
 - New Member
 - Financial Assistance Requests
 - Wedding/Funeral Customaries
- Breaking into Subgroups
 - Benefit of having your particular needs/questions met by colleagues facing same challenges
 - Examples: Congos in Transition, Size of congregation, # of hours worked, duties, regionally
 - Seeing 3 subgroups within meeting today: volunteers, few hrs/wk, part to full time whose work encompasses all of church life
- Opportunities for bonding & fun
 - Chair side yoga, laugh yoga, massage, chocolate!