
Parish Administrator Job Description

Overview: The Parish Administrator plays a central role in the life and management of parish activities. One of the key roles is providing communication for parishioners and others including various printed materials and email. This position is literally the face of _____ to parishioners, guilds & committees, community groups and vendors. As such, excellent interpersonal and communications skills are critical to success. Very strong organizational skills are a must in the face of significant workload that includes frequent interruptions, regular follow up, multiple priorities and regular deadlines. Finally, because this position supports the Rector and the pastoral care the Church extends to all, the Parish Administrator must enjoy working with people, be sensitive to their needs while at the same time setting boundaries so that the assigned tasks can be completed.

- Parish Communications:
 - Creates and publishes the Weekly Bulletin
 - Creates and publishes the Weekly News sent electronically to all members with email.
 - Creates and publishes bulletins for funerals, marriages and special events.
 - Acts as the collection point and also provides some content for the website.
 - For the monthly newsletter, creates content, edits content provided by others and publishes and mails it out with assistance from volunteers.
 - Publishes parish calendar and calendars for select guilds and committees for events and the ecclesiastic calendar.
 - Maintains parish database, mailing list and email list and creates parish directory annually.
 - Prepares Annual Report for the Annual Meeting and Parochial Report
 - Creates and maintains all informational brochures for parish and participating guilds and committees.
 - Receives, sorts and re-directs mail.

- Bookkeeping:
 - Assists with budgeting.
 - Manages Accounts Receivable and Payables details, including writing checks and making deposits.
 - Reconciles all bank accounts (currently five) on a monthly basis.
 - Prepares monthly financials reports for the Treasurer to report to the Vestry.
 - Tracks pledges and sends time-appropriate statements to contributors.
 - Maintains records relating to Sunday service and church school attendance.
 - Maintains records and letters of transfer relating to parishioner transfers both into _____ and out as requested.
 - Does the financial and membership, attendance and service reports for the Diocesan Parochial Report.

- Tracks the income and expenditures relating to the altar flower remembrances and all restricted accounts.
- Assistant to the Rector:
 - Acts the first point of contact for the Rector.
 - May maintains the Rector's schedule including making appointments.
 - Keeps the confidences of the Rector relating to assisting parishioners with pastoral care.
- Receptionist for the Parish:
 - Acts as the first point of contact for visitors to the Parish House.
 - Is a resource to guilds and committees for special needs.
 - Is often the first point of contact for any seeking pastoral care and must act as comforting and knowledge resource ensuring they get the appropriate support in a timely basis including contact with the Rector.
- Other Duties:
 - Maintains the parish calendar and serves as primary contact for building use by committees and guilds as well as outside organizations.
 - Provides event support for projects and fundraisers on an as needed available basis.
 - Acts as the key day to day link with outside groups including ones already using _____ facilities and those inquiring about their use.
 - Oversees and schedules cleaning activities around various events including weddings, receptions, funerals, etc.
 - Is available for initial conversations for those requiring pastoral care.
 - Handles certain Sexton duties such as setting up for meetings and events.
 - Maintains records for the _____ Churchyard overseeing and tracking sales and burials.

Key Challenges:

- Managing multiple communication vehicles and meeting their publishing deadlines.
- Managing time effectively while trying to serve many internal stakeholders including the Rector, committees & guilds and the parishioners at large.
- Maintaining financial and parish records in an accurate and timely basis.
- Being a calm, comforting and helpful resource to those looking for pastoral care.