

Letter of Agreement: Administrative Assistant

Effective (date), _____ shall act as Administrative Assistant at _____ Episcopal Church at a salary of _____ per hour for _____ hours per week. This salary shall be reviewed annually during a performance evaluation with the Rector at the time of the preparation of the church budget.

The Administrative Administration shall in consultation with the Rector:

1. Keep the standard hours of between 9:00 a.m. and 2:00 p.m. and present a public face of the Parish. This includes but is not limited to:
 - a. welcoming people who enter the church
 - b. ensuring a confidential, safe resource for parish and community members
 - c. meeting weekly with the Rector to coordinate parish activities
2. Coordinate building use and maintenance
 - a. regular use & rental of building by outside organizations (AA, NA, e.g.)
 - b. coordinating occasional use & rental of building by outside organizations
 - c. coordinating cleaning/maintenance contractors for inside and outside the buildings
 - d. coordinating service contractors
3. Prepare all liturgical materials for worship. This preparation will include, but is not limited to the following:
 - a. collecting lectionary readings, collects and prayers of the people for weekly Sunday worship; formatting pre-selected Scripture readings to send to Lectors; assembling and formatting announcements from the Rector
 - b. formatting, printing, collating and folding the bulletin for all services and placing them in the narthex, chancel crossing and the Rector's office.
 - c. preparing special service bulletins for days of Fast and Feast (including but not limited to Ash Wednesday, Maundy Thursday, Good Friday, the Great Vigil of Easter, Ascension, Thanksgiving, Christmas Eve and Christmas Day), for Pastoral Services (funerals and/or committals, weddings, installations), and other such extraordinary worship services.
4. Maintain parish communications. Such communications to include:
 - a. answering phones and responding to each call
 - i. taking messages for the Rector and Officers of the Parish
 - ii. taking message for others only as directed by the Rector
 - b. retrieving and responding to voicemail messages
 - c. maintaining and updating the phone message collecting and distributing postal mail
 - d. receiving and responding to email messages
 - e. Formatting and distributing electronically the weekly Announcements, sending a minimal number of such Announcements by postal mail

- f. assisting in formatting and distributing electronically the Parish newsletter providing a minimal number of such newsletters for postal mail and placing hard copies in the narthex for general distribution
 - g. assisting in the preparation, scheduling and coordination of publicity and post-event acknowledgements for special events (Christmas Fair, Community Thanksgiving, Christmas and Easter Dinners, Community Auction, Shrove Tuesday Pancake Luncheon, e.g.)
5. Coordinate and maintain office organization and appearance
 - a. maintaining church calendars both for print and online access, as appropriate, including but not limited to:
 - i. the Church Liturgical Calendar
 - ii. the Building Use Calendar
 - iii. the Lay Participant Calendar
 - iv. the Rector's Calendar of Appointments
 - v. Vestry Calendar of Meetings and Events
 - b. maintaining official parish registers
 - c. establishing, revising and maintaining routine office policies regarding building maintenance, service contracts and building upkeep
 - d. maintaining supplies (printer ink, labels, postage, copy paper, letterhead and envelopes, e.g.)
 - e. ordering and maintaining parishioner nametags
 - f. maintaining the organization and appearance of the office and supply closets
 6. Maintain the parish database and financial/bookkeeping documentation. This will include but may not be limited to:
 - a. weekly bookkeeping
 - b. maintaining weekly records of counters
 - c. recording and entering into the database any monies received by the parish office
 - d. establishing and maintaining the parish database
 - e. providing regular printed updates of the parish directory for parish members
 - f. maintaining lists of important occasions: birthdays and wedding anniversaries, baptisms, confirmation/ordination dates, dates of death and burial
 - g. maintaining lists for gifts of memorial flowers (weekly memorials, Christmas poinsettias and wreathes, Easter lilies, e.g.)
 7. Coordinate the reports of the Rector, Deacon, Parish Officers and other ministry leaders for the Annual Report. Prepare and print the Annual Report and ready it for distribution.
 8. Maintain and coordinate the _____ Episcopal Church Columbarium, including
 - a. List of Columbarium Rules
 - b. Columbarium Letter of Agreement
 - c. Map of Columbarium
 9. Coordinate with the Stewardship committee for the annual stewardship campaign, including, but not limited to:
 - a. Coordinating envelope order with numbering system for envelopes
 - b. Ordering pledge envelopes
 - c. Formatting and printing Excel spreadsheet
 - d. Formatting letters for the Stewardship chair

- i. Mailing stewardship letters
 - ii. Printing pledge cards
 - e. Coordinating receipt of completed pledge cards
 - i. Updating Excel spreadsheet upon request or receipt of information
 - ii. Formatting "Thank You" letter for each congregant
 - iii. Formatting, printing and sending reminder letters as needed
 - iv. Recording late submissions
 - f. Formatting, printing and sending "Thank you" or "Acknowledgement" letters for persons/organizations making donations or bequests of stock or other securities.
 - g. Preparing quarterly reports and mailing them to pledging members
10. Prepare materials for Vestry meetings as requested by the Rector
 11. Prepare and maintain a Standard Operating Procedures document for the Administrative Assistant and/or Bookkeeper on the parish online Dropbox.
 12. Give notice of termination of employment at least 30 days in advance of termination

_____ Episcopal Church shall:

1. Provide these paid holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day
2. Provide two weeks paid vacation, after six months employment.
3. Provide reasonable leave for minor illness and occasional adjustment of work hours for personal needs, at the discretion of the Rector.
4. Pay Social Security and unemployment premiums as required by law.
5. Reimburse the administrative assistant for any expenses incurred for the effective maintenance and upkeep of the parish office and function of the church.

Date

Rector

Date

Senior Warden

Date

Treasurer

Date