

Ministry Description

St. John's Episcopal Church

Ithaca, New York

Position: Parish Administrator

Supervisor: Rector and/or Wardens

Position Summary:

Under the general direction and supervision of the Rector or the Wardens, the Parish Administrator is responsible for providing administrative support for the Rector and the general business of the parish. Performance will be reviewed annually.

Preferred Qualifications:

- Five (5) or more years of secretarial experience in an office environment, preferably as the sole provider of administrative support.
- Must be able to use and troubleshoot standard office equipment, including telephones, answering machines, computers, printers, fax machines, and photocopiers.
- Knowledge of electronic media, including email, list software, and social media.
- Must have a strong working knowledge of standard software, including Microsoft Word, PowerPoint, and Excel, as well as a willingness to learn specialized church membership and accounting software.
- Must be comfortable interacting with a wide variety of people.
- Must have excellent written and verbal communication skills.
- Must be able to keep detailed records and prepare correspondence.
- Must have a high school diploma or equivalent.

Physical Demands:

- Requires some lifting of supplies weighing up to 25 pounds.
- Requires climbing and descending stairways.

Duties:

- Be the public face of St. John's, supporting the ministries by interacting effectively and graciously with a wide variety of people in person, on the telephone, and via email.
- Establish and maintain confidential and administrative files and prepare reports and summaries of data pertinent to the work of the Rector and the ministry of the parish.
- Prepare correspondence, reports, forms, receipts, vouchers, work orders and other documents from drafts, notes, brief instructions, form templates, and corrected copy using a word processing program.
- Organize and schedule meetings and volunteers for special tasks.
- Schedule the use of meeting spaces in the building and assist volunteers for special tasks.
- Work directly with Loaves & Fishes staff to coordinate use of the building and meeting areas with church activities.
- Perform the duties listed in Attachment A as well as other duties as requested by the Rector.

Attachment A

Regular Duties

The following is intended to reflect current practices, and is subject to change as the needs of the Parish change. Improvements in technology or changes in how the parish does business may result in the removal of some and the addition of other duties.

This list should be reviewed and updated annually.

General Clerical:

- For Vestry:
 - Receive, amend, copy, distribute, and file Vestry minutes.
 - Receive Vestry agenda and related materials, forward to Vestry members.
- For Bookkeeper and Treasurer:
 - Receive, sort, and file mail, putting bills into the Bookkeeper's folder after checking them for accuracy.
 - Distribute and mail checks, notifying the Treasurer when the checks are received from the Bookkeeper.
 - Schedule time to have the Treasurer sign checks so that employees receive their checks on time.
 - Process and mail invoices and checks.
 - Receive, copy, distribute, and file financial statement.
- For Counters:
 - Stock counter supplies as necessary.

Scheduling, Publications and Mailings:

- Scheduling:
 - Complete and distribute LEM schedule.
 - Complete and distribute greeter schedule.
 - Complete and distribute counter schedule.
- Weekly Services:
 - Prepare and print intercession list and place in blue notebook in the Sacristy.
 - Receive music schedule from Music Director for inclusion in bulletins.
 - Produce worship bulletins, place on counter in sacristy for greeters to put out on Sunday morning or prior to special services.
 - Receive flower and candle lists from the director of the Altar Guild and list in weekly bulletins.
- Bulletin Boards:
 - Place a copy of the announcement insert on the bulletin board outside of the Parish Hall.
- Newsletters and Mailings:
 - Receive newsletter from Communications committee. Send via Mail Chimp to parish list. Make copies and mail to homebound.
 - Prepare and email blast updates from the Wardens and Rector as needed.
 - Check the balance in the bulk mail account and supply of stamps and request a check from the Bookkeeper when necessary.

Record Keeping:

- Record contributions and copy tally sheets for treasurer and bookkeeper.
- Record address, phone number, and e-mail changes on CDM system.
- Record payments received from rented parking lot spaces.
- Update building use calendars as necessary.
- Execute transfer-in and transfer-out forms

Occasional Duties***General Clerical:***

- Prepare and distribute offering envelopes to parishioners, track changes, issue new envelopes when necessary.
- Prepare bulletins for special services.
- Enter information in large parish registers (located in the safe by the nursery).
- Prepare forms for listing in Sacristy of services and celebrant with attendance.
- Keep a supply of newcomer cards to be placed in pews, forward to the appropriate person for follow up, and enter information into database.
- Annual Reports:
 - Contact committee chairs for annual reports.
 - Assemble and prepare annual reports.
 - Assist with preparation of the parochial report.

Mailings:

- Prepare and mail annual stewardship appeal letters, record and track pledges.
- Send annual contribution statements to parishioners.

Ordering:

- Order parish calendars from Ashby and wall calendars from Morehouse Publishing.
- Order palms for Palm Sunday.
- Order Altar Guild supplies as necessary (including bread, wine, flowers, etc.).
- Order offering envelopes, including Thanksgiving and Christmas special offering envelopes.
- Order Janitorial supplies as needed.
- Order materials for parish events as needed.

Property Use, Repairs, and Inspections:

- Accept applications for building and key use, keep records, and collect payments as required.
- Issue keys for building use.
- Notify alarm company to disengage for Christmas Eve and Holy Week services (sentry alarm).
- Meet and interact
- with inspectors and repair people.
- Provide documentation of inspections to the Rector and Property Committee Chairperson, ensuring that all necessary annual and semi-annual inspections are completed and documented.
- Monitor leased parking spaces and vehicles with parking permits. Ticket and tow when necessary.

Other:

- Oversee and serve as immediate supervisor for Sexton in absence of Rector

Vacations and Holidays:

Refer to current Personnel Policy.