

St. John's Episcopal Church
Ithaca, New York

Ministry Description

Position: Parish Administrator

Supervisor: Rector and/or Wardens

Position Summary:

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

This is a part-time, 20 hour per week position, with increased hours several times per year. The preferred core hours are Monday-Thursday 10am-3pm.

Who We Are:

St. John's is a parish within the Episcopal Church, in the Diocese of Central New York. St. John's is a diverse, inclusive, accepting and welcoming space for ALL of God's children, regardless of race, color, sex, sexual orientation, gender identity, national origin, ancestry, age or ability. St. John's is also home to Loaves & Fishes of Tompkins County, a private, not-for profit 501 (c)(3) organization, which provides daily free meals, hospitality, companionship, and advocacy for those in need. St. John's and Loaves & Fishes have been partners in ministry since 1983.

St. John's is a Tompkins County Living Wage employer.

Qualifications:

- Three to five (3-5) or more years of experience in an office environment, preferably as the sole provider of administrative support.
- Excellent written and verbal communication skills.
- Skilled user of electronic media, including email, list software, and social media.
- Strong working knowledge of standard software, including G-Suite, Microsoft Word, PowerPoint, and Excel, as well as a willingness to learn specialized church membership and accounting software.
- Comfortable interacting with a wide variety of people and organizations, including other churches, social service agencies, funeral homes, etc.
- Able to use and troubleshoot standard office equipment, including telephones, answering machines, computers, printers, and photocopiers.
- Able to independently track short, medium, and long-term tasks.
- Able to keep detailed records and prepare correspondence.
- Must have a high school diploma or equivalent.

Physical Demands:

- Must be capable of occasionally lifting supplies weighing up to 25 pounds.
- Must be able to climb and descend stairs.

Duties:

- Act as the public face of St. John's, supporting our 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.
- Prepare reports and summaries of data pertinent to the work of the Rector and the ministry of the parish.
- Using church management software, maintain and update parishioner database.
- Produce materials needed for weekly services, including service bulletins, readings, sign-in sheets, and copyright statements.
- Prepare documents such as correspondence, reports, forms, receipts, vouchers, work orders, from drafts, notes, brief instructions, or templates, using standard office software.
- 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 Vestry agenda and related materials, forward to Vestry members.
 - Receive, amend, copy, distribute, and file Vestry minutes.
- 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 for the Treasurer to sign checks so employees receive checks on time.
 - Process and mail invoices and checks.
 - Receive, copy, distribute, and file financial statement.
- For parish office volunteers:
 - Stock supplies as necessary.
- For music director:
 - File weekly report for OneLicense use for weekly music selections.
 - Scan or copy print materials as required.

Scheduling, Publications and Mailings:

- Weekly Service Preparation:
 - Using LEM schedule, email weekly readings to scheduled LEMs and Lectors.
 - Prepare and print intercession list and place in blue notebook in the Sacristy.
 - Create worship bulletins in Microsoft Word, including:
 - Get music schedule from Music Director;
 - Get flower and candle dedication lists from Altar Guild;
 - Retrieve OneLicense information for weekly music selections;
 - Get weekly readings from Rector and/or Liturgy Committee.
 - Print bulletins and place on counter in sacristy for greeters to put out on Sunday morning or prior to special services.
 - Create PDF of bulletin and send to web team for uploading to website.
- Bulletin Boards:
 - Place a copy of the announcement insert on the bulletin board in the Parish Hall.
 - Post other information as needed.
- Newsletters and Mailings:
 - Print weekly service bulletin and Fledgling and mail to homebound.
 - Check the balance in the bulk mail account and supply of stamps and request a check from the Bookkeeper when necessary.

Record Keeping:

- Learn and use Breeze software to maintain parish records.
- Use Tithe.ly to record online donations.
- Record contributions and copy tally sheets for treasurer and bookkeeper.

- Record payments received from rented parking lot spaces.
- Update building use calendars as necessary.
- Execute transfer-in and transfer-out forms for Parish membership.

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 and hospitality supplies as needed.
- Order materials for parish events as needed.

Property Use, Repairs, and Inspections:

- Be a point person for St. John's with Loaves and Fishes guests and volunteers; direct concerns to Rector or Loaves Director as appropriate.
- 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.