

St. Andrew's Episcopal Church
Parish Administrator Job Description

- A. Twelve (12) hours per week divided by three (3) days- preferably Tuesdays, Thursdays, and Fridays (occasional overtime when requested due to special Church services). PA background clearances and *Safeguarding God's Children* training completion required.
- B. Required skills
 - a. Effective oral and writing skills
 - b. Organizational skills: able to complete tasks in a timely manner
 - c. Self-directed: able to complete tasks independently
 - d. Communication: able to field or direct questions to the appropriate person
 - e. Proficient in Microsoft Office products (Word, Excel, Publisher, Outlook)
- C. Position Responsibilities
 - a. Provide administrative support to the rector
 - i. Convey messages of an urgent nature to rector via cell phone or email (sickness, hospital admittance, death, emergency situations, etc.)
 - ii. Compile and format service bulletins, print copies (Sunday, Holy Week, Christmas, baptism, weddings, funerals)
 - iii. Oversee the Servers' Schedule each month
 - iv. Prepare correspondence and other documents
 - v. Organize, update, and maintain church records online and physical copies (when appropriate), including membership rolls
 - b. Make funeral arrangements
 - i. Service bulletin
 - ii. Contact grave digger
 - iii. Order memorial garden plaque
 - iv. Send acknowledgement cards of memorial gifts
 - v. Maintain burial records
 - c. Oversee the Diocese of Bethlehem's Safe Church requirements
 - i. Initiate PA background checks for those who are on vestry or have keys to the building
 - ii. Track keyholders and vestry members to insure all have fulfilled *Safeguarding God's Children* training
 - d. Maintain communication between office, treasurer, rector, vestry, lay leaders
 - i. Sort and distribute mail
 - ii. Support the needs of parish ministries during working hours
 - iii. Coordinate and maintain schedule of activities and meeting room use
 - iv. Manage altar floral orders (*Michael Thomas Floral*)
 - v. Communication with the Diocese (e.g. new members of *St. Matthew's Society*)
 - e. Coordinate building and supply needs
 - i. Reorder office supplies as needed
 - 1. Annual calendars
 - 2. Letterhead and envelopes
 - 3. Copier toner (*Fraser Copier*)
 - ii. Daily walk-through of building checking for issues and security
 - iii. Schedule maintenance and service calls for building and grounds

Other duties as assigned by rector
4/12/2022