

Parish Administrator

St. Michael's is seeking a part-time Parish Administrator. The ideal candidate shall serve St. Michael's Episcopal Church as the administrative officer for this parish, including the oversight and management of the property and administration. St. Michael's believes that wise administration and stewardship of the resources given to us by God are essential for the welfare of the parish and its people. Responsibilities include a variety of financial, administrative, and office management tasks.

As Parish Administrator, we seek a candidate who will thrive as the primary point of contact at the church Tuesdays-Fridays, 10 AM – 3 PM. This work includes, but is not limited to: data and records management, phone and email support, supplies and inventory management, communications work, managing the church calendar, supporting church ministries and committees, and collaborating with volunteers. A spirit of collaboration with clergy and staff and empowerment of lay ministry will be hallmarks of the Parish Administrator's presence at St. Michael's.

Office Management and Administrative:

Serve as the point of contact and maintain a welcoming atmosphere to visitors who call and visit the church office

Develop and print the weekly bulletin, update the prayer list, attendance records, manage check requests, on a weekly basis

Collaborate with the buildings and grounds committee, vendors, lay leaders, and other staff to manage maintenance and property repairs

Maintain the worship minister schedule and serve as primary point of contact with ministry leads

Assist in coordinating and scheduling volunteers under direction of the Rector or committee leadership

Manage the parish office, update physical and online databases

Update and maintain website, including posting of sermons and any other virtual offerings

Update and publish the calendar of church events

Maintain a functional system of communication with the parish, in collaboration with the volunteer communications coordinator

Prepare and distribute reports for the Diocese and national Episcopal Church in a timely fashion

Prepare and maintain office procedures

Act as the primary point of contact and monitor compliance for all users of the building

Financial:

Collaborate with other staff and volunteers for the input of financial records and membership information into the church database

Produce quarterly financial statements for parishioner contributions

Act as a liaison to the parish bookkeeper, providing an updated monitor of expenses, and posting financial records on a regular basis

Assist the lay and clergy leaders with creating financial projections

Support Treasurer in preparing the annual parish budget

Support internal financial audits

Provide administrative support to the Stewardship Committee in all aspects of the annual pledge campaign

Job Skills and Requirements:

Proficiency and comfort with technology will be needed for all aspects of this job, as we seek to streamline our operations for remote accessibility. Attention to detail and a spirit of collaboration are most desirable.

For more information or to apply, please contact: The Rev. Beth Franklin,
rector@stmichaelsarlington.org