

Revision
Date:

April 25, 2020

Identifying Data

Job Title: Parish Administrator

Job
Classification: Full-time, Exempt

Department: Administration

Reports to: Rector

Job Summary

The Parish Administrator plays a central role in the life and management of parish activities. The Parish Administrator promotes and facilitates a warm, welcoming and orderly atmosphere for parishioners and others who call or visit the church. Reporting to the Rector, the Parish Administrator is responsible and accountable for day-to-day coordination and implementation of administrative and business-related functions of Holy Trinity. The parish administrator insures the smooth, efficient operation and overall management of the parish office including coordinating, directing and executing all administrative assistants; handling all non-ministerial parish operations, and responding to telephone and in-person inquiries/visits with courtesy and tact. The Parish Administrator is responsible for overseeing all human resource management duties, working with some program staff to recruit staff, process personnel and payroll paperwork, and secures background checks for all paid and volunteer staff as required by policy. The Parish Administrator assists in the monthly payroll process.

The Parish Administrator is a resource person for both members and non-members, and a welcoming and responsive presence in our church's office.

Essential Functions / Key Responsibilities

The duties and responsibilities include, but are not limited to, the following:

Hospitality

- Provide a welcoming and helpful presence in the parish office.
- Respond to requests for information and resources via email, telephone, and in-person visits.
- Act as the first point of contact for visitors to the Parish House.
- Serve as a resource to commissions and committees
- Serve as the first point of contact for any seeking pastoral care and act as comforting and knowledge resource ensuring that parishioners get appropriate support in a timely basis including contact with the Rector and other clergy.

Assistance to the Rector

- Acts the first point of contact for the Rector
- May maintains the Rector's schedule including making appointments.
- Keeps the confidences of the Rector especially relating to assisting parishioners with pastoral care or to personnel issues.

Staff Supervision

- Ability to build a team of employees committed to one another and working collaboratively
- Explain, interpret and enforces personnel policies and all office/parish procedures

Finance

- Coordinate with other designated staff to process and maintain parish financial records.
- Prepares invoices for payment and insures timely and accurate record keeping.
- Assist with budgeting
- Insure that internal financial processes/procedures and internal controls are in place and enforced
- Assist in preparing the draft budget to be reviewed and approved by the vestry

Office management

- Receives, sorts and re-directs mail
- Assists and coordinates with staff who publish the parish calendar, to ensure accuracy, and who maintain the parish database
- Supervises the daily, monthly and periodic cleaning of the facility through the contract cleaning staff and the sexton
- Coordinates training and education for all supervised staff and assists other supervisors to coordinate training and education for their staff
- Maintain keys to the building and a current roster of key holders; insure that keys are returned when staff or volunteers no longer are employed or

Education and Experience

- Bachelor's degree or a combination of training and experience equivalent to a bachelor's degree in the business area.
- Knowledge of word processing software (Word, Publisher, etc.), spreadsheet design and execution, and database software
- Ability to define and solve practical problems and deal with a variety of variables to find and implement viable solutions.
- Ability to collect and interpret data
- Knowledge of best practices in the areas of finance, human resources, and office administration
- Willingness to learn new things and seek knowledge when confronted with new stations or challenges
- Ability to maintain focus and accomplish tasks effectively in an environment that can be filled with interruptions and distractions

Additional Responsibilities

Other duties may be assigned as deemed appropriate and/or necessary by the Rector.

Qualifications

- Ability to create a welcoming space and diffuse/manage conflict when it arises
- Strong writing and grammar skills, including proofreading.
- Proficiency in word processing, spreadsheet, and database applications.
- Demonstrated organizational skills, including planning, calendaring, project coordination, and prioritization.
- Ability to effectively manage workload.
- Ability to effectively communicate both orally and in writing.
- Good listening skills
- Ability to maintain confidentiality at all times regarding persons and information.
- Basic evaluation and coaching skills
- Ability to communicate the duties of the positions supervised and assist staff to reach their highest levels of performance
- Knowledge of office etiquette and best practices in managing a facility, personnel and financial management
- Knowledge of invoice and purchase order transactions.

- Knowledge of supply procurement, including the ability to research vendor prices and negotiate costs.
 - Knowledge and experience in facility maintenance
 - Understanding of the concerns, needs and interests of the parish
 - Ability to function as an effective supervisor and build an effective team
 - Ability to develop and maintain effective working relationships with individuals and groups of diverse backgrounds.
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Measures of performance

- Progress reports to the Rector during monthly meeting
 - Annual goal setting, with measurable outcomes, in conjunction with the Rector.
 - Annual evaluation by Rector reviewing those goals and objectives with input from the staff and parishioners with whom the Parish Administrator works
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Relationships

The Parish Administrator works closely with all church staff, volunteers, Treasurer, Wardens and Vestry. The Parish Administrator provides administrative support to the Rector, and supports the work of the Physical Properties Commission, the Memorials Committee, the Columbarium Committee and as directed, the vestry and Business/Finance Commission.

The Parish Administrator supervises the administrative staff, the sexton and maintains relationships with the Junior Warden, physical properties volunteers, and vendors/service providers.

Working Conditions

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation. The job requires excellent mental abilities, verbal skills, excellent vision, and an ability to hear. Occasional lifting of up to 20 pounds may be required.

Employee

Date

Rector

Date