

ST. CHRISTOPHER'S EPISCOPAL CHURCH

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Job Title: Administrative Assistant to the Rector
Date Prepared: December 5, 2014
Job Reports To: The Rector
Classification: Regular, Part-Time, Non-Exempt
Hours: 25 hours per week

General Duties

The Administrative Assistant at St. Christopher's Episcopal Church will help carry out the day-to-day operations of the parish. The position will recommend procedures to efficiently operate the parish office in an organized fashion. The position will include the duties of an office manager, supervisor of office volunteers, and provide administrative support to the rector. This position reports to the rector.

Responsibilities

1. Manage the Office
 - Manage all processes and organization of the business office and workroom area
 - Maintain contract files
 - Oversee office supplies and office equipment
 - Recruit for and supervise office volunteer ministry
 - Assemble Annual Meeting Reports from all the ministries of the church
 - Serve as contact person to report computer and technology issues to the IT technician
 - Maintain parish records including baptisms, weddings, funerals, and confirmations
2. Assist the Rector
 - Assist in maintaining the church and rector's calendars
 - Assist in scheduling appointments
 - Prepare for visits by the Bishop and follow-up correspondence
 - Keep membership information current
 - Other responsibilities as directed by the rector
3. Assist the Bookkeeper and Treasurer
 - Mail quarterly contribution statements
 - Help to prepare monthly reports for the Finance Committee and Vestry. Maintain financial reports and bank statements for the current and prior years
 - Help to prepare the financial report for the Annual Parish Meeting in January
 - Work with the Generosity/Stewardship Chair, keeping the Generosity/Stewardship Committee informed of the progress of the annual giving campaign. Set up and maintain pledge records on the accounting system. Maintain pledge envelopes, keeping the list up to date, including address changes and changes in membership
 - Provide support to the parish Treasurer for the development of annual budget
 - Have knowledge of Finance Reports and budgeting process

- Maintain vendor files and contracts; work with vendors, sales, or repairpersons, resolving issues within the guidelines set by the Vestry
- Prepare with the Treasurer and Rector all reports required by the Diocese of Texas

4. Vestry

- Record vestry meeting minutes
- Maintain Vestry files which include minutes
- Responsible for organization and accessibility of files
- Be a resource to the Vestry
- Serve as staff liaison

Qualifications

- Five years experience working in a church setting
- Excellent communication skills, oral and written
- Computer literacy in Word, Excel, and Publisher (or similar)
- Ability to work with volunteers and general public
- Ability to work unsupervised
- Must have financial background check completed
- Must be current with Safeguarding God's Children training

Compensation and Hours

Compensation will be set in accordance with experience and skills. Salary range is \$19,500 - \$24,000 annually. This part-time position will be 25 hours weekly.