



Job title	<i>Parish Administrator</i>
Status	<i>Full Time</i>
Reports to	<i>Rector</i>

Position Overview

- The Parish Administrator is an average 35 hour per week position reporting directly to the Rector of the Parish.
- There are three areas of responsibility: administrative assistant to the Rector, front office management, and communications.
- The job includes other duties as assigned by the Rector as needed.
- Entitled to 2 weeks paid vacation in the first year, becoming eligible for 3 weeks available after 5 years of service
- Eligible for defined contribution pension plan after one year of employment. Church will match employee contributions up to maximum allowed for participating employees.
- Medical benefits are not included.
- Business hours are 8:00 am to 5:00 pm Monday through Thursday, 8:00 am to Noon on Friday.
- Generally, this position requires all time during business hours to be spent in the office. Needed personal time off will be handled on an ongoing basis
- This position will require some limited time on evening and weekends as required.

Qualifications

General

- Be 18 years of age
- Completion of a satisfactory background check
- Complete certification of Episcopal Diocese of Texas Safe Church Program (Safeguarding God's People and Safeguarding God's Children) within 60 days of hiring.
- Have an active Christian Faith and affirm the documents central to our Faith: the Bible as God's Word containing all things necessary for salvation; the Apostles and Nicene Creeds;
- As a representative of St. Richard's, a staff member seeks, with God's help and mercy, to follow the teachings and example of Jesus Christ in their professional and personal conduct.
- Active member in good standing in a Christian church (being an Episcopalian is preferred, but not required). Good standing is understood to mean they are regular in worship and financial contributions to their parish church.

- Be punctual, reliable and act professionally
- Be a self-starter; organizing time and work efficiently to meet all goals and dead lines
- Be willing to learn new things that will help improve work and work environment
- Be able to work independently or in a team environment, working creatively and thinking critically to solve problems and create new ideas
- Strong communications skills in person, via telephone and electronic communications
- General proficiency in working with computers and internet
- Be proficient in the use of Microsoft Office suite or Apple iWork suite and Adobe InDesign.
- Be able to work in cloud based document management system like Drop Box.
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In Particular

- Completion of associates degree or commensurate experience
- Be proficient in Automated Church Systems.
- Customer-focused: As the receptionist, the Parish Administrator gives our members, visitors and guests a first impression of St. Richard's. The Parish Administrator must be tactful, professional, polite, warm, and welcoming—in person and on the phone. Strict confidentiality is paramount. Calls and emails are handled in a timely manner.

Duties & Responsibilities

Administrative Assistant to the Rector

- Coordinating Parish calendar and scheduling events and appointments (using Google calendar).
- Print visitor letters and address birthday cards for Rector's signature.
- Special meetings: at Rector's request, will schedule meetings, invite participants, and print handouts.
- Does primary intake on requests for baptisms, weddings, and confirmations. Explains parish policy and timeline. Creates and manages files for each such event.
- Prepares monthly vestry binders using files uploaded by vestry members to Dropbox.com.
- Prepares annual parochial report

Front Office Management

Receptionist

- Answers phones and parish emails.
- Extends hospitality to guests with warm greeting and offer of refreshments

- Ensures office area is neat and organized.
- Politely handles drop-ins and those seeking financial assistance
- When needed, initiates calls to police, fire, and other first responders.

Office Manager

- Oversees current security system: locking and unlocking necessary doors.
- Orders office supplies, makes service calls as needed
- Assists volunteers, especially Lay Eucharistic Ministers and other Sunday morning volunteers, with scheduling, readings, and other matters as needed.
- Coordinates volunteers (ushers and altar guild) and worship volunteers (Acolytes, LEMs, etc.) for weddings and funerals.
- Maintains church calendar (online).
- Event Management: reserves rooms for ministries, programs, and events; plans for childcare; and coordinates with Sexton to ensure rooms are set up correctly.

Communications

- Coordinates volunteer proofreaders
- Updates and prints Sunday worship bulletins (updates Scripture readings, hymns, announcements, etc.).
- Coordinates volunteers to stuff inserts.
- Places bulletins in church by Friday
- Mails St. Richard's monthly newsletter
- Using mail chimp or constant contact via ACS to send parish-wide emails
- Updates website when needed.
- Oversees and updates signage and posters around church campus.
- Regularly communicates with the Diocese

Applicants should send résumé, cover letter, and three references to:

St. Richard's Episcopal Church
 Attn: The Rev. F. Stuart Shelby, Rector
 1420 E. Palm Valley Blvd
 Round Rock, Texas 78664
 Or: stuart@saintrichards.org Telephone: (512) 255-5436