

Parish Secretary
St. Christopher Episcopal Church
2508 St. Christopher Avenue
League City, Texas 77573

Purpose: To carry out all secretarial, administrative, and clerical duties assigned by the rector in order to help fulfill the ministries of St. Christopher Episcopal Church.

Expectations:

- Report directly to the rector.
- Work 24 hours a week, Monday through Thursday, 9:00 a.m. – 4:00 p.m., with a 1 hour lunch.
- Be welcoming and friendly to all visitors and guests at the church.
- Complete successfully a background check.
- Complete safeguarding training as required by the Diocese of Texas.
- Become familiar with all aspects of the Servant Keeper church program and Constant Contact.
- Perform all duties listed in the job description, and other duties as assigned.
- Attend weekly staff meetings (currently Tuesdays at 11:00 a.m.).

Benefits:

- Stipend commensurate to experience.
- Participation in the Church Lay Pension Plan.

Specific Responsibilities of this Position include but are not limited to:

- Answer incoming calls, direct calls, take messages
- Distribute incoming mail, prepare labels for and stamp outgoing mail
- Receive, record, and monitor reservations for parish activities
- Maintain adequate level of office supplies and process special orders
- Maintain the church calendar
- Send weekly prayers and monthly birthday and anniversary prayers to newsletter editor
- Recruit and oversee Office Angels (ministry volunteers who help during the week)
- Inquire of ministry heads monthly service schedules, record and distribute
- Prepare weekly and special event service bulletins and inserts, print, and arrange for assembly by Office Angels
- Prepare printed nametags when needed
- Handle all membership transfers into/out of the church, and keep records maintained in parish registry and Servant Keeper, including baptisms, confirmations, marriages, and deaths
- Manage incoming office emails, prayer notifications, etc.
- Manage Prayers of the People (at the direction of the rector), including the Anglican Cycle of Prayer
- Order and distribute Forward Day by Day
- Prepare Bishop's visitation reports
- Manage communication between the diocese and St. Christopher regarding bishop's visits
- Prepare annual council reports and register council delegates
- Prepare Necrology reports for diocese and ECW
- Maintain adequate welcome materials (new comer cards, brochures, etc.)
- Enter newcomer information into Servant Keeper and maintain records

Please submit resumes and/or questions to:
The Rev. Brian Cannaday – Rector, St. Christopher Episcopal Church
brian@stchrischurch.org