Job Title: Parish Administrator 11/2025

Classification:

- Part-time (20-24 hour/week, Non-Exempt)
- In office, Monday – Thursday from 9:00 am – 2:00 pm, with some flexibility for remote work outside of those hours in consultation with the Pastor
- Reports directly to the Pastor

Job Summary

The Parish Administrator is responsible for the business and administrative affairs of the parish, playing a critical role in supporting the effectiveness of the Pastor, Council, and staff. This role ensures the smooth day-to-day operation of the parish and serves as a central point of coordination across administrative, operational, and internal business functions. The Administrator exercises sound judgment and takes appropriate action in alignment with the policies, mission, and ministries established by the Pastor and Council.

Office Operations

Manage day-to-day administrative operations to ensure efficiency, consistency, and a professional parish environment, including the following responsibilities:

- Serve as the primary point of contact for administrative inquiries and internal coordination
- Order, organize, and maintain office supplies to support parish operations
- Oversee technology vendor relationships, including tracking contracts and renewals, maintaining vendor contact information, coordinating renewals or changes in service, and escalating issues as needed
- Maintain an inventory of technology services and licenses (e.g., software subscriptions, platforms, and tools) to support parish operations
- Oversee the use, maintenance, and servicing of office equipment, including copiers and printers; coordinate repairs and service appointments as needed
- Coordinate billing and administrative financial record-keeping using Google Docs

Record Keeping

- Maintain complete, accurate, and confidential personnel records
- Receive, provide, and maintain membership records, including letters of transfer
- Create, organize, and maintain funeral plan files at the direction of the Pastor
- Maintain the Parish Registry by entering weekly worship attendance and related records
- Contribute to the preparation and submission of the annual Parochial Report
- Maintain Safe Church policy records, track required documentation, and ensure ongoing compliance
- Maintain all diocesan lay license records and ensure compliance with diocesan requirements
- Maintain accurate pledge records; prepare and distribute quarterly giving statements

Database Maintenance

- Establish and maintain parish email groups and distribution lists, ensuring information is accurate and kept current
- Track newcomers in the parish database and support timely follow-up and engagement
- Track visitors and members using the Church Windows database; generate mailing labels as needed
- Create, update, and maintain the parish directory using Church Windows data
- Produce stewardship and giving reports to support the annual stewardship campaign and annual budgeting process

Weekly Worship Materials

- Prepare the weekly printed bulletin using liturgy and readings provided by the Liturgy Team, incorporating images, music, announcements, and service leader information following an established template
- Create slides for online worship services that reflect all content included in the printed bulletin, ensuring accuracy, clarity, and visual consistency

Other Responsibilities

- Attend and actively participate in monthly 301 Partnership leadership meetings and Faith Partners Staff meetings
- Greet visitors and guests to the church building during regular office hours

Required Skills and Qualifications

- Strong organizational, verbal, and written communication skills, attention to d detail
- Proficiency with office software, e.g., Microsoft Office Suite and G-Suite product
- Preferred familiarity with other technology tools, including calendar management, desktop publishing software, and database entry tools
- Highly proficient in use of standard office equipment
- Preferred experience working in a non-profit or church environment
- This role requires a high degree of discretion, professionalism, and commitment to confidentiality in all matters
- Ability to work independently while collaborating with clergy and parish leadership

Compensation

- Target Hourly Pay: $22 - $28/hour, commensurate with skills and experience
- Retirement and Paid Time Off: Generous employer contribution, as outlined in employee Policy and Practices handbook

Applications being received until July 17, 2026. Please email a cover letter and resume to rector@stpauls-fc.org.