

**Parish Administrator  
St. Andrew's Church  
3 Maple Street  
Framingham, MA 01702**

### **Position Summary**

St. Andrew's Episcopal Church in Framingham seeks an energetic, poised, team player to anchor administrative operations, manage communications, and ensure a warm welcome in an orderly environment to those who visit or call the parish. Although the Parish Administrator reports to the Rector, the successful candidate will work collegially as part of a team with the Music Director and support lay leadership and volunteers in their ministries. Where appropriate, they will assist parishioners with the logistics of volunteer ministries. The successful candidate will be simultaneously skillful both at remaining on task and attending kindly to the needs of those who call or visit. The Parish Administrator will be a service-oriented problem solver. The position requires excellent communication and people skills and a high level of organizational ability. Previous experience in faith-based, mission-focused, or non-profit contexts is desirable. Prior work as a church or parish administrator is preferred; knowledge of the Episcopal Church is a plus.

### **Technical Skills**

The successful candidate will be comfortable and highly proficient with the use of computers, and skillful with a range of word processing, publishing, database, web, and communications applications: Word, Excel, Google Suite, Square Space, Constant Contact and Facebook. Experience with RitePlanning and/or Church Management Software is a plus.

### **Work Hours**

16 hours/week (Tuesday – Friday, 10:00 a.m. – 2:00 p.m.). Flexibility around scheduling possible for school vacation weeks and summer months. Although other tasks may be assigned through mutual agreement with the Rector, duties and responsibilities include the following:

#### **Office:**

##### **Calendaring**

Maintain/update church calendar as needed.

##### **Church Database**

Maintain/update church database, produce directories, as needed.

Generate mailing labels for bulk mailings.

##### **Memorial Flowers**

Maintain/update Sunday memorial flower schedule.

##### **“Prayers of the People”**

Maintain/update weekly prayers for inclusion in the Friday Email

##### **General Admin Duties**

Assist with enforcement of parish policies and procedures

Maintain office supplies (paper products, stamps) and office equipment

Assist the Rector with coordinating logistics for special services (i.e. funerals, weddings, baptisms, holy days, etc.)

## Google Suite maintenance

Set up individual/group emails under the standrewsframma.org domain.

## Facility:

First point of contact for equipment or system failure (copier, phones, Wi-Fi, etc.)

Monitor maintenance of office equipment; schedule servicing as needed; order parts as needed

Coordinate with Properties Chair of Vestry as needed for building repairs

Serve as Church liaison for long-term renters, liaison for outside cleaning, trash removal and landscaping companies, and on-site contact for utilities and equipment/system inspections

## Communications:

Maintain an atmosphere of discretion and confidentiality regarding personal information

Website maintenance as requested:

Our website platform is "Squarespace."

Church Emails and "Friday Email" Production:

Our platform is Constant Contact.

Church Document Production

Create flyers, social media posts and other promotional materials, as requested.

Assist with production and printing of the of Annual Report

Weekly Bulletin Production:

Assist with production (using RitePlanning) and printing of Sunday Bulletin

## Compensation:

A competitive hourly rate between \$18.00 - \$22.00 in a collegial setting.

## St. Andrew's Mission Statement

In response to God's grace and love extended to us through his Son Jesus Christ, and empowered by the Holy Spirit, we are called:

- to seek God's will in all that we do; • to worship God as a Eucharistic community grounded in the Bible, using The Book of Common Prayer, and enriching our liturgy with a variety of styles
- to nurture one another in all stages of life through prayer and healing, education and study, pastoral care and action, and fellowship and program
- to go into the community to serve, sharing the gifts God has given to us; and • to invite others to faith in Jesus Christ as Lord, bearing witness to God's love for all and sharing experiences of God's work in our lives.

## Contact:

Elisabeth Bassett

Clerk of the Vestry

Clerk@StAndrewsFramMa.org