

St. John's Church, Beverly Farms
Parish Administrator

The Parish Administrator manages the day-to-day business operations of the parish under the direction of the Vicar, or in the absence of a Vicar, under the direction of the Wardens. The Parish Administrator supports the ministry of St. John's and operates at the nexus of many aspects of parish life and mission.

Duties of the Parish Administrator

Ministry Support

- Be the warm and welcoming face of St. John's for all those who contact the church – be they parishioners, renters, or service providers
- Prepare the worship Order of Service for all Sunday and other liturgies
- Support the assembly and distribution of weekly e-news and various postal mailings, stewardship materials, Christmas and Easter letters, and other correspondence and reports from clergy or wardens
- Assemble and collate all submissions for the Annual Report
- Distribute the Annual Report at least one week in advance of the Annual Meeting
- Troubleshoot parish office equipment
- Answer promptly telephone calls and e-mail inquiries to the parish
- Communicate all pastoral concerns in a timely fashion to the Vicar
- Maintain our database of names and contact information to produce the parish directory and appropriate mailing lists (currently use OnRealm)

Technical Support

- Basic Website Management including updating announcements, banner, calendar, adding sermons and the newsletter
- Grow social media presence with weekly updates, pictures, etc. to our website and Facebook page
- Manage online sign-ups for in-person worship

Space and event management

- Collaborate with vicar and property manager to:
 - Respond to inquiries about space rental in a timely manner
 - Ensure proper and respectful use of the building in compliance with building policies
 - Maintain building-use calendar

Personnel

- Attend staff meetings and other organizational meetings as scheduled
- Ensure that staff have met Safe Church and CORI requirements
- Supervise office volunteers if necessary

The responsibilities listed above are representative of the job, may change from time to time, and are not intended to be all-inclusive.

Compensation and Benefits

This position is for 16 hours per week - Tuesday-Friday, 10-2 - unless arranged in advance to accommodate busier or quieter times of the year.

St. John's agrees to pay the Parish Administrator \$20 per hour, including the following benefits:

- The Parish Administrator will receive two weeks of paid vacation, scheduled in advance in consultation with the Vicar. Additional *unpaid* vacation may be arranged with the Vicar.
- Paid sick leave will accrue at the rate of 1 hour per 30 hours worked.
- Disability and FICA contributions as required by law