

The Parish of St. John the Evangelist, Duxbury Parish Administrator Job Description

Overview

St. John the Evangelist Episcopal Church in Duxbury, Massachusetts is seeking a parish administrator to provide leadership, management, and oversight of administrative matters for its growing church community. The successful candidate is a well-organized communicator who can balance various projects and responsibilities while supporting the Rector, Clergy, staff, volunteers, and parishioners in a collaborative spirit to implement the parish mission: "Through the power of the Holy Spirit, the mission of St. John's is to present Christ in life and in work in ways that all will be led to know him and follow him as Lord."

Qualifications:

- Five to seven years of proven experience in business management and/or parish administration is required.
- Bachelor's degree in business administration, ministry, or related field is preferred.
- Strong process management skills and capable of independently managing multiple projects.
- Proficiency in office software.
- Willingness to receive additional training as needed.

Required personal attributes and skills:

Confidentiality	Technology	Multi-tasking
Integrity	Organizational	Time management
Dependability	Interpersonal	Detail oriented
Initiative	Customer-service oriented	Listening
Flexibility	Telephone etiquette	Analytical
Stress-tolerance	Writing	Communication

Full-time

Salary \$60,000

Reports to Rector

Health, dental, and vision insurance provided

401K matching at 5%

Vacation: 2 weeks plus Federal holidays

Key Responsibilities:

Provides primary staff support to the Rector:

- Acts as the first point of contact for the Rector, especially with respect to the liturgical planning for baptisms, weddings, and funerals.
- Manages Rector's calendar and supports its timely implementation.
- Keeps track of tasks accepted by and provided by the Rector and facilitates compliance.

- When the Rector must be absent, coordinates with Wardens to ensure continuing administrative functionality.

Oversees daily operations of the parish:

- Serves as the first point of contact for visitors and those seeking pastoral care and must act as a trustworthy, comforting, and knowledgeable resource.
- Ensures all sensitive issues are handled with sensitivity, tact, respect, diplomacy, and confidentiality.
- Is a resource to volunteers, guilds, and committees.
- Maintains the common calendar of events for all parish activities and the ecclesiastic calendar; deconflicting schedules as needed.
- Schedules readers and ushers for Sunday services.
- Maintains records relating to Sunday Service and church school attendance in coordination with Clergy.
- Maintains records and letters of transfer relating to parishioner transfers both into and out of St. John's.
- Coordinates the financial, membership, attendance and service reports for the Diocesan Parochial Reports with the Treasurer.
- Maintains records for the St. John's Cemetery/Graveyard—including tracking burials, "deeds," and other records.
- Conducts criminal offender record information checks (CORI) for new staff and volunteers.
- Assigns appropriate *Safe Church* training to staff and volunteers and tracks compliance.
- Provides occasional administrative support for Wardens, Treasurer, and Clerk.
- Maintains an organizational system for records, reports, documents, etc.

Facilitates parish communications:

- Creates and publishes the Weekly Bulletin.
- Creates and publishes the electronic Weekly Newsletter (*Tidings*).
- Manages preparation of materials for monthly Vestry meetings, the Annual Report, and other important meetings of the parish.
- Creates and publishes bulletins for funerals, marriages, confirmation, baptism, and special events.
- Maintains the parish database, mailing list, and email list.
- Produces the parish directory.
- Receives, sorts and re-directs mail and email.
- Ensures email and voicemail messages are responded to promptly, with a goal of 24 hours or less.
- Provides maintenance for the parish website, as needed in the absence of others.

Other Duties:

- Oversees parish IT systems to include computers, printers, photo copier, and other office equipment. Oversees and manages any software upgrades/changes.
- Provides support for events, projects and fundraisers on an as needed available basis.
- Communicates schedule of events to the Parish Sexton, to include weddings, receptions, funerals, etc., so that the appropriate work may be accomplished.

- In the absence of the Sexton, assists in setting up for meetings/events.
- Operates in a manner that promotes innovation and keeps abreast of the newest trends in parish administration.

To apply: Please send a cover letter and resume to the hiring team at Development@StJohnsDuxbury.org