

Church Administrator

St. John's Episcopal Church, Franklin, MA

April 2025

Reports to: The Rector

Hours: 10-12 hours/wk - schedule to be determined in collaboration with the Rector

Compensation: \$23 per hour (to be reviewed annually)

Benefits: 2 weeks paid vacation (total 20 hours)

Holidays: The following will be paid at a rate of 1/5 the regularly scheduled weekly hours, if the holiday falls on a day when the employee would normally work, or may be taken on a different day of the week: New Year's Day, Martin Luther King Day, Presidents Day, Patriots Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Veterans Day, Thanksgiving Day, Christmas Day

Status: Regular Part-time, Non-exempt Position

The position of the Church Administrator is a very special ministry and important in a church setting. This position is a direct support to the Rector and one of the first persons the public sees and talks to. It is also a key point of contact for parishioners seeking help and connection with the clergy and staff.

Summary: Under the supervision of the Rector, the Parish Administrator provides general office support to the parish, staff, congregation and committees, in order to support the ministries and mission of St. John's Episcopal Church. This work includes, but is not limited to: data and records management, phone and email support, supplies and inventory management, communications work, managing use of church space by parish and outside groups, supporting church ministries and committees and collaborating with volunteers. The Parish Administrator will be a resource person for both members and non-members, and a welcoming and responsive presence in our church's office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Be ever conscious of the need for confidentiality.
- Always exhibit professionalism, demonstrated by a well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Attention to detail.

- Clear and timely communication with Rector, other staff and church members.

Daily tasks -

- Check voicemail messages and pass along, as necessary
- Check email messages, forward as appropriate and/or respond as necessary

Weekly tasks

- Update Sunday worship bulletin (and other special services), adding lessons, music, etc. with Rector and Music Minister input. Edit and produce drafts for Rector on Wednesday. Duplicate and fold. Collate with inserts as necessary.
- Prepare flower donations information & arrange flower delivery
- Email reminders during the week to those participating in Sunday services: Altar Guild, Coffee Hour, Acolytes, Ushers, etc. Send readings to lectors and prayers to intercessors.
- Pick-up from PO Box; sort and distribute incoming mail
- Each Friday, send email to members re bulletin, weekly and special announcements; mail to handful of parishioners who don't have email
- Coordinate the parish Google calendar to facilitate building use by internal and authorized external groups; export to website
- Provide a welcoming and helpful presence in the parish office. Respond to requests for information and resources via email, telephone, and in-person visits
- Place orders for supplies and equipment as needed and authorized
- Monitor building activities; troubleshoot issues as necessary with
- Update website and Facebook page to reflect upcoming events

Monthly Tasks

- Administrative support for Vestry meetings as needed. Receive Vestry Minutes and Treasurer's Report monthly, post on bulletin boards, and email to parish
- Back-up office computer to cloud application

Quarterly tasks

- Schedule worship roles

Periodic tasks

- Instant Church Directory: Update entries as needed. Conduct searches and prepare reports as needed for mailing labels, committee lists, birthday lists, etc.
- Building use: Show facilities to potential renters as needed; confer with Rector about requests, costs, possible conflicts as necessary; inform sexton about rentals and when heat or snow removal will be needed, and notify about any schedule changes
- Coordinate contracts with vendors - copier lease, snow removal, etc.

- Order office supplies and coffee as needed; monitor office supplies & budget
- Monitor maintenance of office equipment; schedule servicing as needed; order parts as needed
- Show service/repair/delivery people to appropriate locations in building, explain concerns, answer questions, etc. Collaborate with Sexton as needed
- Communicate regularly with Rector and Sexton about facilities-related needs, including set-up and clean-up for special events
- Produce sign-up sheets, flyers and other documents
- Assist in tracking the liturgical calendar and planning for church events, as needed.
- Assist in coordination of special events
- Recruit and supervise office volunteers for special projects
- Make updates to St. John's Songbook and other liturgical materials as needed
- Parish website: In consultation with Rector, update as needed with fresh content and photos

Annual Tasks

- Annual Meetings: Collect, prepare and publish all documents for Annual Meeting & Annual Report
- Support mailings for stewardship, ministry and fundraising teams
- Monitor & report to Rector completed Safe Church training for ALL volunteers
- Participate in performance review and goal-setting for the coming year

Note: This description is not intended to include all responsibilities, as additional duties may be assigned and existing duties may be adjusted.