

**Job Title:** Parish Administrator  
**Reports to:** Fr. Seth Dietrich  
**Prepared by/Date:** Staeck, Maier, Riggs  
**Approved by/Date:** August 2014  
**Incumbent:** Bob Staeck  
**Employee Acknowledgement/Date:**  
**Status (FT or PT):** Full time  
**FLSA (Exempt or non):** Non-exempt

### **Job Summary**

The Parish Administrator provides administrative support to the Rector, the Director of Music, lay program staff, and church lay leadership. S/he maintains church records including financial (e.g. payroll, parishioner giving), data (e.g. member records) and calendar (e.g. church events). S/he serves as one of the “face” of the church, as the first voice on the phone, a greeter of visitors, and as a connection between church staff, members, and visitors. At times, the administrative assistant will be juggling multiple tasks simultaneously. In that the position entails access to private information strictest confidentiality is required.

### **Minimum Qualifications**

- Two years Administrative Assistant Support experience
- Familiarity with Christ Church congregation
- Demonstrated organization and planning skills
- Demonstrated interpersonal skills

### **Work Environment and Physical Demands**

- For the most part work must be done on the parish campus. Occasional attendance at staff meetings.
- Normal office environment requiring sitting, standing and walking on normal surfaces including stair steps.
- Lifting and carrying regular office materials with weights up to 25 pounds.

### **Responsibility and Accountability**

The Parish Administrator is supported by and reports to the rector or priest in charge. An evaluation and review structure for this system will be completed annually.

### **Essential Functions**

#### **Maintain Church Records**

- Maintain membership records including personal and contact information as well as confirmations, marriages, baptisms, etc. Provide reports and certificates as appropriate. Maintain church directory.

- Maintain member contribution records, and weekly/quarterly/IRS records of financial giving from parishioners.
- Maintain church financial data, including payroll, accounts payable and deposits records. Support accountant/finance committee volunteer, reconcile the books, oversees tax changes, and W-2s and updating yearly pension and insurance changes.
- Support parish budget and financial planning processes which includes providing monthly reports and information to finance committee, vestry meetings and committee heads. May require attendance at wardens and finance meetings.

### **Maintain a Comfortable Office Environment**

- Be a physical presence during business hours, and ensure office is inviting and aesthetically welcoming to visitors.
- Greet, assist, and direct visitors/callers, providing important information to rector and lay leadership as appropriate.
- Train and oversee volunteers for various office tasks (e.g. bulletin).

### **Maintain Other Church Operations Data**

- Maintain and update church operations data such as the church calendar (to minimize conflicts and maximize utilization of space), Standard Operating Procedure manuals, vendor and service provider information, Columbarium records and church historical information.
- Serve as benefits administrator and maintain easy access to current employee benefit information.

### **Maintain and Support the Office and Facility**

- Oversee ordering of office and building supplies and equipment.
- Ensure the physical space (attic, closets, stage) is clean and organized.
- Supervise Sexton and/or Janitorial Services, lawn service, snow removal and small repairs/services.

### **Support Parish Communications**

- Support collection, integration, and publication of parish communications, including the Sunday bulletin, submissions to the Messenger.
- Maintaining email addresses.
- Supporting the Parochial Report.

### **Support IT Services**

- Provide initial trouble shooting, maintaining contact with IT service providers and. Verify weekly back-ups.

## **Core Competencies**

**Organization Skills:** Ability to organize schedules and necessary resources (e.g. people, materials etc.)

**Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items;

resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Verbal Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.

**Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation, and patterns of speech; clearly delivers message in a tone appropriate to the context. Chooses appropriate format and channel.

**Interpersonal Skills.** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles. Empathetic. Collaborative.

**Listening:** Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may contradict the spoken message; overcomes personal bias to genuinely hear the ideas and concerns of another; can describe the perspective of another, even when he/she disagrees.

**Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communications; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

**Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency. Specifically: bookkeeping skills, IT knowledge (e.g. Word, Excel, Tech Support).

**Project Management:** Identifies the key objectives and scope of a proposed project; garners needed resources and project support; develops a realistic and thorough plan for achieving key objectives; keeps team members briefed on progress; implements action plans; communicates progress to sponsors; identifies and resolves barriers and problems.