

Title: Parish Administrator

Reports to: Rector, St. Bartholomew's Episcopal Church, Atlanta

Hours: 32 hours a week. Monday to Friday. Schedule to be determined in collaboration with the Rector. Requires occasional evening and weekend work.

Status: Regular Full-Time, Exempt

Compensation and Benefits: Salary \$37,000-\$47,000 annually based on experience. Benefits include: two weeks' vacation, sick leave, medical benefits for one person, contribution to denominational pension plan. Professional development. Observance of National Holidays; time off granted following the busiest times of the church year.

About [St. Bartholomew's Episcopal Church](#), Atlanta. St. Bart's is comprised of people who are dedicated to justice and peace, education, pastoral care, hospitality, community, and worship. All God's children are welcomed. COVID-19 has changed the way we do ministry but not our spirit. Dedicated laypeople and staff accompanied by God's grace continue to lead the way. As we approach a full year of serving God while in pandemic, staying the course while simultaneously looking toward the future is crucial. We are seeking a parish administrator committed to working through this season and reaping fruit on the other side.

Position Description

Under the supervision of the Rector, the Parish Administrator manages the daily operations and business of the parish and provides collaborative support to the clergy, staff, congregation, and committees to support the ministries and mission of St. Bartholomew's. This work includes, but is not limited to data and records management, phone, mail, and email support, supplies and inventory management, communications, managing use of church space by parish and outside groups, (the church is not currently open to 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 while engaging others. The Parish Administrator is a self-starter, detail oriented, capable of working across generations, and able to maintain healthy boundaries and practice confidentiality.

COVID-19 Work Environment

Health and safety are paramount.

All persons entering the building are required to wear a mask and sign in. Hand sanitizer and masks are readily available. The church building and worship space is not open on a regular basis. Protocols and schedules have been established. Most office staff work remotely. The Parish Administrator will need to retrieve and sort mail, make copies and prepare weekly mailings from the church. A desktop computer is available in the office. A schedule for remote and onsite work will be established and coordinated with the Rector.

Essential Duties

Information Management

- Prepare weekly worship bulletins and work with communications staff person.
- Schedule meetings via Zoom (minimal hosting may be required), create and monitor Signup Genius, prepare Constant Contact communications.
- Help establish a functional system of communication with the parish.
- Maintain parish records using [REALM](#). Financial, membership, diocesan, and other operational data, must be accurate.
- Produce reports, directories, and other documents from parish records under the direction of the Rector, vestry, and committee leadership.
- Coordinate the parish calendar to facilitate building use by internal and authorized external groups (NOTE: Current Restrictions are in place due to COVID-19).
- Assist with preparing and distributing various materials for marketing and information sharing.
- Assist with managing the church's social media: website, Facebook, and YouTube channel.

Administrative Support

- Provide a welcoming and helpful presence via telephone, email, and in the parish office.
- Provide administrative support to the Rector.
- Respond to requests for information and resources via email, telephone, and in-person visits once Covid-19 restrictions have been removed.

- Provide administrative support to vestry or other committees, including preparing meeting documents or posting minutes; making document copies, sending out mailings, etc.
- Monitor inventory and place orders for supplies and equipment as needed and as authorized.
- Coordinate with the Finance Manager to maintain parish financial records, scan invoices and bills, and keep track of contracts. Effectively use bill.com.
- Coordinate with vendors as delegated by Rector, Wardens, and Building & Grounds Committee
- Communicate regularly with Rector, parish custodial staff and wardens about facilities-related needs, including set-up and clean-up for special events (post COVID-19).
- Sort incoming mail and send parish mailings and other outgoing mail.
- Maintain and manage parish calendar.
- Manage and monitor Church security system. Train users and track distribution of all key fobs and keys.

Liturgy Support

- Working with the Rector and Director of Music and Organist, prepare and proof worship materials and bulletins for Sunday morning and other services such as funerals and weddings.
- Help with tracking the liturgical calendar and planning for church events, as needed.

Volunteer Support

- Assist in recruiting, coordinating and scheduling volunteers as needed, under the director of the Rector and committee leadership.
- Supervise Office Guild personnel (post COVID-19).
- Organize workflow and maintain a tidy and usable office environment.
- Assist in coordination of special events.

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

Knowledge, Skills and Abilities:

1. Ability to effectively manage workload.
2. Effective communication skills, both verbal and written.
3. Strong writing and grammar skills, including proofreading.
4. Proficiency in word processing, spreadsheets, and database applications.
5. Demonstrated organizational skills, including calendaring, project coordination, and prioritization.
6. Able to format letters and labels.
7. A keen understanding and practice of confidentiality and establishing and maintaining healthy boundaries.
8. Ability to work independently and with a group knowing when to ask what is needed and take initiative.
9. Knowledge and practice of office etiquette.
10. Knowledge of supply procurement, including the ability to research vendor prices and negotiate costs.
11. Welcoming disposition, willingness to accept and serve all persons.
12. Must be able to lift 20 pounds.
13. Must pass a background investigation to comply with church requirements.

Qualifications

- 3-5 years' experience in a church or non-profit setting. Episcopal Church ideal.
- An associate or technical degree in a related field i.e., administration, communications, or equivalent combination of education and experience preferred.
- Proficient in Microsoft 365 Office Suite: Word, PowerPoint, Excel, Publisher.
- Competent in Constant Contact, Signup Genius, Automated Church Systems or REALM, Zoom, Google Suite, and bill.com

Required Trainings

We embrace the Episcopal Church's required Safe Church and Dismantling Racism trainings. All are offered online.

To apply, send a letter of interest and resume detailing your skills and experience to sanctus@stbartsatlanta.org