

Parish Administrator Job Descriptions

These job descriptions are shared courtesy of the [Consortium of Endowed Parishes](#) and Calvary Church, Memphis, TN



Parish Administrator, Calvary Episcopal Church, Memphis, TN

Calvary Episcopal Church is a member parish of the Episcopal Diocese of West Tennessee and The Episcopal Church. Founded in 1832, Calvary today is a vibrant parish that comprises 1200 baptized members. Although a growing number reside in downtown, our parishioners also come from elsewhere in Memphis, Shelby County, and other neighboring communities. Our mission is “to make God’s love visible in downtown Memphis.” For more information, please view our website at www.calvarymemphis.org.

Position: Parish Administrator

FLSA: Exempt – Administrative/Professional

Position Description:

The Parish Administrator (PA) works closely with the Rector to manage the business of the parish including the areas of finance and accounting, risk management, human resources, facility management, staff management, strategic planning, and communication. The PA seeks to provide a safe environment, to run an efficient and economical parish, and to facilitate organizational communication. This full time position requires 40+ hours per week and includes benefits; some weekend and night work may be required

Qualifications:

Education:

B.A. or higher degree

Experience:

General finance and accounting experience required

Some experience in ministry, whether paid or unpaid, required.

Skills:

- Demonstrated leadership
- Strong oral, written, verbal and interpersonal communication.
- Proven ability to manage/supervise others
- Effective collaborative and pastoral style.
- Strong integrity, honesty and confidentiality
- Ability to take initiative and make decisions under the constant pressure of

deadlines Ability to work with parishioners with diverse personalities and differing opinions.

- Knowledge of general financial accounting including financial controls.
- Working knowledge of all major office software processing, spreadsheets and data base management.
- Willingness to work a varying work schedule with periodic long hours



Parish Administrator's Job Description, All Saints' Frederick, MD (ASA 350)

General: The Parish Administrator has general responsibilities for the management of all office functions and the buildings and grounds of the church and properties. This includes the security, rental, cleaning, and maintenance of all buildings. Supervision of the Administrative Assistant, Parish Accountant and the Sexton or cleaning staff is included in this position. Reports to the Rector and coordinates efforts with the Vestry, Junior Warden, Parish Treasurer and committee chairs.

Specific Duties:

1. Building and Grounds Management

- Reports regularly to Rector, Junior Warden and Building and Grounds Committee.
- Develops and documents policies and procedures with Rector and Junior Warden.
- Implements policies and procedures for building usage and rentals with intentional actions to increase the building rental.
- Oversees the scheduling of rooms for meetings.
- Establishes policies and procedures for the kitchens, oversees the maintenance of equipment and the stock of kitchen necessities.

2. Security

- Has the responsibility for establishing and a regular review of a key system.
- Develops a system to ensure the security of the buildings 7 days a week.

3. Maintenance

- Maintains service agreements and contracts as needed.
- Ensures the maintenance of the systems for HVAC, fire prevention, elevators, and alarms.
- Works with Junior Warden and Over-The-Hill-Gang on routine maintenance.

4. Cleaning

- Maintains and supervises daily and weekly cleaning by sexton/cleaning service.

5. Administration and office staff management

- Leads the administrative team.
- In consultation with Rector and Personnel Committee, hires and evaluates the administrative team. Consults with Treasurer for the Parish Accountant.
- Prepares budget for appropriate line items.
- Coordinates with ministry leaders and parish council.
- Assists with or has responsibility for coordinating major parish events.
- Fills in for and assists Administrative Assistant in office coverage.
- Coordinates training and education events for staff.

6. Other Duties

- Approves invoices for payment.
- § Transfers fund between several accounts.
- § Signs checks and authorizes expenditures.
- § Oversees compiling and filing Parochial Report.
- § Coordinates periodic special projects.
- § Networks with other Parish Administrators.
- § Meets weekly with Rector.
- § Files comprehensive annual report for parish Annual Meeting.
- § Delegates, as necessary, to Administrative Assistant, Parish Accountant, and /or volunteers.
- § Attends staff meetings as scheduled.

Consults with: Junior Warden, Senior Warden, Parish Treasurer, committee chairs.



Parish Administrator's Job Description, St. Thomas Episcopal Church, Terrace Park, OH

Hire & Supervise:

- Office Staff: 1 full time, 1 part time, 2 flex
- Maintenance Staff: 1 full time, 2 part time
- Childcare Staff: 1 Coordinator who oversees 9 regulars and 8 subs

Oversee & Maintain Computer Network Hardware & Software

- 1 server & 9 workstations.
- Keep current info on all members and groups in ACS software.

Newcomers:

- Enter in computer, send welcome letter, distribute info to staff and Newcomer Committee, and track progress.
- Design and produce name badges for parishioners, staff & newcomers on ongoing basis.

Maintain Columbarium Records:

- Oversee sale of niches, interments & purchase of urns, nameplates, etc.

Schedule Facility Usage:

- Schedule usage of all rooms on calendar after screening users, and see that proper paperwork is completed.
- Maintain & Distribute Keys to Building
- Record users and level of key usage; track all keys.
- Keep all Maintenance Contracts Up to Date
- Elevators, HVAC, Fire Alarm, Sewage System, Phones, etc.

Finance

- Help prepare and oversee budget.
- Attend Finance Committee meetings.
- Help run Stewardship campaigns: produce brochures, pledge cards, letters, etc.
- Input annual pledges into computer.

Reports

- Produce St. Thomas Annual Report.
- Help complete annual Diocesan Parochial Report.
- Prepare reports for any of the groups or ministries when needed.

OTHER:

- Attend Vestry Meetings - Act as Recording Secretary to take and distribute minutes.
- Attend Buildings & Grounds Committee Meetings - Make sure coordination and follow-up happens on scheduled tasks.
- Prepare Calendar for Monthly Newsletter and back up editor when needed.
- Prepare and Maintain Ads for Terrace Park Village Views and local newspapers.
- Design any brochures, flyers, posters, invitations, etc. and any advertising needed for events.
- Back up Financial Secretary and/or Parish Secretary when needed.
- Maintain Communications with Nursery School - Including sharing of expenses when possible, and avoiding scheduling conflicts between church and school (for parking in particular).