



Responsibilities of Parish Administrator

Supervisor: The Rector

Basic responsibilities and general functions:

- Serve as “first personal contact” for everyone visiting the church office or calling on the telephone
- Manage the parish office, day-to-day
- Handle all secretarial, coordinating, and record-keeping functions
- Facilitate excellent communication on all levels
- Schedule all parish outside organizations using the building
- Coordinate effective communication through the production of bulletins, service sheets, mailings, e-news, website, Facebook, newspaper, and other approved social media platforms

Activities and duties performed:

ADMINISTRATION

- Answering telephone calls/email messages and dealing with drop-in inquiries
- Parish database management (including mailing lists, memberships records, and attendance records)
- Oversee preparation and photocopying of Sunday service bulletins and weekly handouts
- Coordinating printing and mailing work with the parish Director of Music
- Preparation and management of official records and reports as needed
- Organizing and managing all parish files
- Assisting the rector with other secretarial tasks as requested

COORDINATING

- Scheduling use of church facilities by parish and outside organizations
- Schedule and follow-up of most building & maintenance needs, including purchasing of supplies
- Ordering building supplies as needed
- Ordering office supplies as needed
- Lay Ministries coordination (coordinate schedule with volunteer scheduler person – send out availability letter each month, follow-up, help schedule volunteer with schedule lay ministers, send out rosters)

COMMUNICATING

- Coordinate effective communication through the production of bulletins, service sheets, mailings, enews, website, Facebook, newspaper, and other approved social media
- Cultivate a culture of celebration, using all means of communication to share good news, as well as to communicate effectively when people are in need. This includes adding extra information that surfaces through our Sunday and weekly interactions into the weekly enews, the Sunday bulletins, the website and to Facebook pages. Included photos, as appropriate, with weekly enews bulletins.
- Ensure (monthly) good news stories, generated by various groups/individuals throughout the Church, are shared with local press.
- Weekly+ updating of church website (News, Prayer List, Special Events)
- Weekly+ creation and emailing of Weekly enews and news flashes
- Coordinating of all major website updates with website designer
- Send via email weekly lessons to readers
- Send via email/phone calls reminder to lay ministers each week

SUPPORT AND OVERSEE Parish Office Volunteer Team, whose responsibilities include:

- Assist with photocopying and assembling of Sunday service bulletins, newsletters, concert mailings and other items as needed
- Prepare the lectern for each Sunday with lessons
- Create nametags
- Coordinate and order altar flowers when needed
- Order seasonal (Easter/Christmas) flowers and greenery
- Create sign-up sheets for special events as needed
- Assisting with tasks relating to Baptisms, Confirmations, Weddings, and Funereal
- Additional tasks as delegated by Finance Administrator

MEDIA –YouTube weekly tasks

- Schedule live stream event on YouTube Studio
- Link livestream URL on church website
- Create YouTube thumbnail for each week
- Create YouTube slides for current happenings and update AV team with current slides