Job Description for the Parish Administrator at St. Andrew's On the-Sound Episcopal Church

Date: November 16, 2026

Position Purpose:

The parish administrator functions as an important and critical support to the overall ministry of the church, as overseen by the rector. Primary responsibilities include: assuring a personal welcome and kindly assistance for all who contact the church; facilitating communication within the parish via email and print; assisting with Sunday bulletins and other aspects of worship; keeping a comprehensive church calendar and issuing regular reminders about ministries and events; tending multiple administrative tasks to assure smooth day-to-day operations; ensuring safety and personnel records for staff, vestry, and volunteers are maintained and up-to-date; coordinating volunteer receptionists to ensure personal answering of phones during office hours as much as possible; working to maintain and build a collegial atmosphere among fellow staff and volunteers; provide elementary human resource responsibilities; and other duties assigned by the rector. Responsiveness to the rector, attention to detail, gracious hospitality, attentive planning, excellent communication within the parish and with the larger community, and collegiality are especially important.

Direct Supervisor: Rector

Essential Tasks:

Welcome and communications:

- Provide warm welcome and helpful direction to parishioners, vendors, and guests
- Deploy sexton to provide appropriate setup, cleanup, welcome, security, and maintenance concerns
- Screen and direct telephone calls, with minimal use of answering machine during work hours
- Manage and direct in-person inquiries
- Support building access as directed by the rector
- Prompt and efficient email communications
- Weekly email communications with ministry leaders, such as readers, ushers, acolytes and their parents, EYC, music
- Add calendar events to the website and some website editing and maintenance
- Wednesday E-News newsletter blasts using Mailchimp
- Draft, proof, and print weekly bulletins in collaboration with the director of music, and assure proofing by rector and appropriate staff
- Managing rector's correspondence and other parish mailings
- Receive and sort regular mail, and review and draft preliminary responses at the direction of the rector
- Track and recommend stocking of parish administrative and custodial supplies
- Maintain central calendar, manage event and some vendor scheduling, update relevant parties
- Maintain organized paper filing, as needed
- Facilitate vendor and maintenance activities as directed by the rector

Primary administrative support to the rector and staff:

- Provide administrative support to the rector and staff, including directly supporting the rector's calendar
- Assist rector in vestry meeting preparation (documents, communication)
- Coordinate sexton's schedule with calendar of activities to ensure full coverage – setup, welcome, cleanup, security, maintenance and repairs.
- Draft annual parochial report to the diocese, in collaboration with the rector, vestry, and staff
- Assist the rector in Rector's Discretionary Fund administration
- Maintain central calendar
- Promote collaboration in weekly staff meetings
- Coordinate communications with preschool director, staff, and family members, as needed

Elementary human resource responsibilities:

- Maintain background checks and Safe Church records in accordance with national church and diocesan requirements
- Maintain employees' paid time off and sick leave records
- Work with the part-time bookkeeper and treasurer to assist in recording the parish's finances.

Ongoing Parish Activities:

- Track and invoice parishioner donations and altar flower donations
- Manage ordering of flowers, including at Easter and Christmas
- Track and recommend stocking of parish administrative and custodial supplies based on established stocking norms
- Maintain organized paper and electronic filing
- Enter information into parishioner database (Empower); run reports and provide analyses in collaboration with staff, rector, vestry, and other stakeholders
- Assist parish committees
- Facilitate vendor and maintenance activities as directed by the rector, junior warden, and their designees
- Facilitate weddings and funerals as directed
- Support cemetery transactions in collaboration with the Cemetery Committee, including inquiries and purchases, maintaining cemetery maps, and collaborating with stone and plaque engravers
- Support special projects as assigned by the rector (e.g. oyster roast, guest lecturers, Women's Walk events, centennial book sales)
- Support communications regarding pledges, membership data, and safe church policy execution
- Other primarily administrative and coordination tasks, as assigned by the rector
- Request letters of transfer from other Episcopal churches and provide letters of transfers requested from other Episcopal churches.
- Send membership letters to those transferring in from another Episcopal church or to those joining the church from another denomination
- Add new members to the church registry and keep church registries up to date
- Provide one of the two signatures required for checks for vendors, staff paychecks, and parishioner reimbursements
- Send monthly reminders and reports to the vestry

Technical Skills:

Proficiency in Microsoft Word; strong typing and proofing skills; computer and media skills sufficient to execute relevant systems (e.g., sound, light, website, church administrative software, Mailchimp, Canva, etc.)

Essential Characteristics:

- Cordial demeanor, courteous oral and written communication style, and collaborative approach
- Strong and situationally-appropriate listening, speaking, and writing skills
- Demonstrated learning orientation
- Demonstrated ability to exercise discretion, use sound judgment and self-reflection in diverse interactions, and take responsibility for conduct and performance
- Maintain parishioner and staff confidentiality
- Ability to lift approximately 10 lbs. frequently and higher amounts infrequently; repetitive hand/wrist motions (typing, computer use)

Other Job Requirements:

- Background check and regular compliance with Safe Church Diocesan requirements
- Training as needed to comply with Diocesan requirements
- Continuing education for professional development, as approved by the rector