

**St. Paul's Episcopal Church  
510 West Main Street  
Franklin, Tennessee 37064**

## **JOB DESCRIPTION – PARISH ADMINISTRATOR**

### **OUR CHURCH**

St. Paul's is committed to ministering in the Name of Jesus Christ as a parish of the Episcopal Diocese of Tennessee and of the Episcopal Church in the United States of America. All employees, whether or not they subscribe to the doctrine and discipline of this Church, are expected to carry out their duties in accordance with the basic purpose of St. Paul's. St. Paul's employment policy is non-discriminatory.

In a very real sense, each employee is a minister of the parish, and so the quality of work and attitude displayed by each employee should reflect this sense of dedication. Thus, all people coming in contact with the church office, clergy and lay, members and non-members are to be treated with the care, attention, and respect they deserve.

### **QUALIFICATIONS**

The parish administrator should be a mature, outgoing person, to assist the clergy and staff in the performance of their daily responsibilities. The requirements for confidentiality, tact and graciousness need to be clearly understood. It is preferable that the administrator not be a member of St. Paul's.

### **JOB REQUIREMENTS**

Parish Administrator should be proficient in Microsoft Office, database management, desktop publishing, and email marketing software. There should be at least three years of experience as an administrator/office manager, with references available.

### **GENERAL**

The parish administrator will be a part-time position involving approximately 27 hours per week. Hours will be 8:30 am to 3:30 pm, Monday through Thursday, with one hour of unpaid lunch per day. Friday hours will be 9:00 am to noon. This position is responsible to the Rector and will assist other staff members as requested.

The parish administrator will be responsible for day-to-day operation of the church office, including but not limited to, letter writing, telephone communications, bulletin and newsletter publication, meeting notices, scheduling of worship service participants, coordination of volunteers, purchasing supplies and office machine maintenance through service contracts.

Salary to be negotiated. Performance review after three months, with annual performance reviews in November.

### **ADMINISTRATIVE RESPONSIBILITIES**

- Greet visitors, answer telephones and route to proper staff member.
- Prepare and copy weekly Service bulletins, Take-outs and relevant insert weekly.
- Email and/or mail via US mail monthly newsletter.
- Request, process and returns transfer of memberships.
- Obtain baptismal information and prepare Baptismal certificates and Godparent cards.
- Record sacramental information, e.g. Baptism, Confirmation, etc. in the church register book and on the computer database.
- Responsible for scheduling of facilities for parishioners as well as outside groups
- Maintain calendar of events for parish and outside groups.
- Schedule altar guild and organists for weddings and funerals.
- Maintain and update ACS database, as needed.
- Obtain and disseminate new visitor information to appropriate staff person.
- Coordinate and troubleshoot with IT outside personnel.
- Send periodic emails and reminders to parish as requested by other staff members.
- Prepare schedule of participants for weekly and special services.
- Assist in obtaining replacements as requested for above.
- Compile, prepare and transmit Annual Parochial Report to Diocesan office and National Church.
- Maintain Personnel files for Human Resources Committee.
- Perform various and sundry duties as requested by clergy, staff or parishioners.

### **FACILITIES**

- Program Mag locks as needed to open doors at various times for different groups.
- Troubleshoot and maintain all office machinery; contact repair people as necessary.
- Order and maintain office supplies for church use.
- Order and maintain janitorial supplies.
- Responsible for contacting repair people in conjunction with the Junior Warden.
- Enter and process key cards for staff, parishioners and outside groups to permit access to secured areas.

Submit resume' and cover letter to: [job@stpaulsfranklin.com](mailto:job@stpaulsfranklin.com) or via mail: 510 West Main St. Franklin, TN 37064 Attn: HR Committee