

St. Barnabas' Episcopal Church
Temple Hills, Maryland
Parish Administrator Job Description

Position: Parish Administrator

Reports to the Rector (*Senior Warden in Rector's absence*)

Status: Part-Time (*10 hours/week, Tuesday and Wednesday*)

Compensation: \$18.43/hr, 6 days paid vacation, 6 days paid sick leave

PRIMARY PURPOSE OF THE POSITION

The Parish Administrator manages the parish office, is the initial contact for those who come into / or contact the parish office. The position includes secretarial duties, preparation of various forms of communications with the parish, mailings, and other duties as assigned. The Parish Administrator is often the first point of contact for the public, acting as the ambassador for the people for the people of the parish and the representative of the Rector.

MAJOR DUTIES

Front Desk:

- Greet office visitors and parishioners; direct telephone calls
- Manage the church calendar
- Retrieve, process, and distribute mail
- Order and maintain office supplies, inventory, and equipment; to be in working condition

Clerical and Communications Duties:

- Direct incoming calls and emails
- Produce and distribute the monthly parish newsletter (both email and postal mail)
- Prepare bulletins and inserts for Sunday and special (weddings, funerals, etc.) services
- Weekly, update church website (calendar, announcements, vestry reports, etc.) and other social media sites (like Facebook)
- Weekly, communicate scripture readings or duties to Sunday worship participants
- Weekly, contact all committee members attending meetings that week
- Annually, prepare Annual Parish Report
- Maintain rotation of worship leader assignments
- Direct operations for burials in the cemetery
- Maintain parish contract files

Parish Records:

- Maintain parishioner database and membership processes (like transfer letters, baptismal and confirmation records, etc.)
- Manage the parish cemetery files

QUALIFICATIONS

- Excellent interpersonal and communication skills, both verbal and written; friendly and approachable personality
- A servant's heart, compassion, and attentiveness to the needs of the congregation, staff, and visitors

Willingness to learn about our church and parishioners
Ability to maintain strict confidentiality in regard to all church business matters,
especially pastoral care concerns and financial matters
Flexibility and ability to work under occasional pressure
Knowledge of MS Office (Publisher, Word, Excel), with knowledge of basic
desktop publishing, bulletin, flyer, brochure design
One to two years experience in office management, preferably in a church environment
Experience with posting to social media, especially Facebook and Twitter
Available during busiest times of church year: Christmas, Easter, and St. Barnabas' Day
(2nd Sunday of June, or nearest June 11)
Must become familiar with the worship services found in the Episcopal Church's Book of
Common Prayer in order to properly prepare and publish service bulletins and
other publications as needed

Parish Administrator (part-time), St. Barnabas', Temple Hills:

Seeking a part-time Administrative Assistant,
Tuesday-Thursday, approx. 10 hrs/week.
Responsibilities include:
preparing bulletins and newsletters,
facilitating cemetery operations,
and welcoming persons from all walks of life.

Bachelor's degree or equivalent skill level preferred, as is knowledge of the Episcopal Church
and its liturgy. Strong people skills, organizational skills, and a high degree of computer fluency
(Microsoft Office Suite) required.

Send resume and cover letter to the [Rev. Shell Kimble](#).