

JOB DESCRIPTION
PARISH ADMINISTRATOR
CALVARY EPISCOPAL CHURCH

REVISION DATE: February 13, 2023

ABOUT US

Calvary Episcopal Church is in the heart of downtown and is the oldest church in Rochester, Minnesota. Across from the world renowned Mayo Clinic, it is a spiritual oasis for visitors from around the world. Our church is a vibrant, welcoming, and inclusive home to diverse families, couples, and individuals. Our parish life extends to many outreach programs, including those that are public-facing. In this context, the Parish Administrator helps Calvary share our story and is an important representative of the church both to parishioners and community members.

SUMMARY

The Parish Administrator plays an essential role in ensuring that Calvary runs smoothly. In addition to providing administrative and organizational support to the Rector, Director of Music, and others, the Parish Administrator is an important representative of the church to members of the community.

REPORTS TO

The Rector

QUALIFICATIONS

1. Effective communication skills for interacting with a broad range of individuals and circumstances.
2. Strong writing and proofreading skills
3. Experience creating and sending newsletters using MailChimp.
4. Technology experience:
 - a. Proficiency in using the Microsoft Office Suite (Word, Excel, PowerPoint)
 - b. Experience using database software, Church Windows, preferred
 - c. Experience maintaining and updating websites, using Wordpress with the Avada plugin experience preferred
 - d. Willingness and ability to learn new technology as needed
5. Exceptional organizational skills, including the ability to multitask and prioritize workload
6. Knowledge of supply procurement, including the ability to research vendor prices and negotiate costs.
7. Ability to work well with parish staff, vestry members, parishioners, volunteers, and those coming to Calvary for support
8. Commitment to maintaining confidentiality, as will be required in many situations.

EDUCATION AND EXPERIENCE

High School Diploma and three years of administrative experience is required. Experience in a church setting is preferred.

HOURS

Part time position of no more than 32 hours per week.

MAJOR DUTIES AND RESPONSIBILITIES

Please note this job description does not contain a comprehensive listing of all activities, duties, or responsibilities of the Parish Administrator. This is a list of the major duties and responsibilities, which may change.

Office Duties

1. Provide a welcoming and helpful presence in the church office.
2. Respond to and triage requests and inquiries received via email, telephone, and in-person visits.
3. Provide administrative support to the Rector, Director of Music, vestry or other committees, including: preparing meeting documents or posting minutes; making document copies, sending out mailings or emails, etc.
4. Compile information, create, edit, and send a weekly electronic newsletter via MailChimp.
5. Handle daily incoming and outgoing mail.
6. Oversee church mailings and all-parish email correspondence, such as special announcements, notice of deaths, and other important messages.
7. Maintain parish calendars for internal and external use.
8. Assist with managing the church's online presence (Calvary website, Facebook, online announcements, etc.)
9. Maintain and update the parish directory
10. Perform equipment troubleshooting, such as copiers, fax machines, phones, etc.
11. Order and maintain office supplies and stamps.
12. Coordinate with vendors and service providers as requested by the rector.
13. Complete filing, correspondence, and registry updates in a timely manner. These include: acknowledgement of gifts made to Calvary, church transfers and database inquiries, registry entries for baptisms, confirmations, weddings and funerals.
14. Attend weekly staff meetings, and other meetings as requested by the rector
15. Support various parish committees and task forces by helping with administrative needs, emails, mailings, and social media or website announcements.
16. Assist in updating signage outside the church, and bulletin boards inside the church
17. Assist in marketing efforts including newspaper or online announcements, stocking visitor pew cards, oversight of church brochures, business cards, etc.
18. Maintain a tidy workspace suitable for volunteer assistance

Planning for Worship

1. Collect and compile all information needed for church bulletins, including for Sunday mornings, funerals, Christmas Eve and Christmas Day, Easter, Evensongs, and all other worship services. Work with scheduled worship volunteers to communicate readings and

prayers and responsibilities. Format and print all bulletins in cooperation with the Communications Specialist.

2. Oversee volunteer worship schedules, if necessary, using the Ministry Scheduler App.

Special Responsibilities

1. Work with the Sexton on outside groups who rent space at Calvary; collect rental fees and document them.
2. Help recruit and train office volunteers from our parish community.
3. Assist the rector and vestry in connecting church volunteers to various ministry opportunities.
4. Support the Stewardship and Communication teams in running stewardship campaigns: produce brochures, pledge cards, letters, etc. and enter pledges into the database.
5. Collect all information for the Annual Report and distribute it to the Annual Meeting at the end of January.
6. Oversee and help produce the Church Parochial Report on or before March 1 of every year.
7. Assist in coordination of special events.
8. Occasionally be responsible for locking the building and ensuring the alarm system is set.

Cooperation and Connectedness

1. The Parish Administrator will need to work well with all members of the staff and church volunteers, and will seek to grow in cooperation and communication through regular staff meetings, joint efforts, sharing of plans and concerns, etc.
2. The Parish Administrator, as well as other staff members, has the opportunity to meet with the Personnel Committee of the parish at least once per year. Semiannual mutual reviews with the rector will occur.

Pay and Benefits

1. A pension of 9% of salary will be invested in a pension plan.
2. Two weeks of paid vacation.
3. One sick day a month, accrued through one year.
4. Five days of Continuing Education with a budget of \$500.00 to pay for same.