

JOB DESCRIPTION: PARISH ADMINISTRATOR

The Vestry of St. Barnabas Episcopal Church seeks a full-time Parish Administrator who will collaborate with and support parishioners, church staff, community members, and other volunteers to oversee daily church operations and carry out the work and ministries of St. Barnabas Church. Responsibilities include:

Administration & Communication

- Support clergy, lay leaders and church staff, maintaining church records, resolutions, meeting packets;
- Maintain churchwide calendars for worship, weddings, funerals, and other church events; facilities rentals for non-church events;
- Maintain church database in Realm software, updating member data and preparing reports for Parochial Report and other church records;
- Manage parish filing system and records, both electronic and physical;
- Create and print bulletins for weekly services and special events such as funerals, weddings, seasonal programs, performances;
- Maintain and update parish website and weekly e-news;
- Produce Parish Annual Report and parish mailings;
- Coordinate production of parish Parochial Report to Episcopal Diocese;
- Collaborate with parish staff, members, and other volunteers to publicize events on the church campus and externally.

Facilities Use

- Manage funeral, baptism and wedding inquiries;
- Coordinate setup, breakdown, and cleanup with church staff;
- Liaise with families, external vendors, sextons, volunteers, and clergy;
- Process paperwork and payments;
- Collaborate with church volunteers and staff to welcome guests to A Place at the Table and other community ministries;
- Collaborate with church staff to oversee buildings and grounds security;
- Manage inspections and permitting with Town of Falmouth and external vendors;
- Oversee purchase of church supplies for maintenance, housekeeping, and office.

Technology

- Manage use, maintenance, and back up of church computer systems, software, and data, including service contracts. Troubleshoot as needed;
- Oversee purchase, use, and maintenance of office equipment and churchwide security systems;
- Manage Zoom remote video meeting account;
- Have strong computer skills, including Microsoft Office, Google Workspace, Canva.
- Learn new systems as needed.

To apply, email a cover letter and resume to: david@stbfalmouth.org. No phone inquiries.