

JOB DESCRIPTION:

PARISH ADMINISTRATOR

The core duties and responsibilities of a Parish Administrator revolve around supporting others. The person will ensure that the office at Saint Barnabas's runs smoothly. Their job duties will involve coordination, oversight, and can vary widely, not just from job to job but from day-to-day activities. The administrator will work with volunteers, parishioners, community members and church staff as a team, giving attention to planning and details of office work. On any given day, they may perform a variety of tasks, including the following:

Administrative Duties:

- Manage daily church operations including work of parish volunteers and maintenance staff.
- Manage calendars for StB Events, Building Space & Rentals, Administrator.
- Serve as office liaison with all church ministries/committees.
- Manage church data base (Realm): entering and deleting data, managing transfers, preparing reports as necessary (newcomers, births, deaths, baptism, weddings, confirmations, active and inactive membership rolls, volunteers, and providing this information for Parochial Report, etc.).
- Manage and purchase of church supplies (maintenance, housekeeping and office) including assessment of inventory, ordering, and stocking.
- Manage parish filing system and records both electronic and physical.
- Manage and register those requiring Safe Church training; and individuals needing CORI background checks (those who require them).
- Manage funeral, baptism and wedding inquiries, providing necessary fees and paperwork. Assisting families with the details and processes of the events, coordinating with parish ministries and clergy. Always be available to answer questions, concerns, and be the liaison with the family, community vendors, sextons, ministry coordinators and clergy.

Facility Use & Rental Duties:

- Manage the facility use process from meeting with potential with internal and outside organizations for the use of Saint Barnabas' equipment and facilities, process paperwork and payments, and review plans for the event from set-up to clean-up, creating the atmosphere the client is looking for.
- Manage the set-up and break down of functions/events, of each event with the sextons and arrange for coverage for events that require a sexton be present.
- Always be available to answer questions the client may have and meet their needs to create their event. This happens prior to the event and during the event.
- Manage the Building Space and Rentals calendar for the use of the space for parish meetings and events as well as rentals.

Technology Oversight:

- Manage the use, maintenance and back up of the computer system, software, and data including service contracts. Troubleshoot, when needed, systems and any additional office devices.
- Manage the use and maintenance of copier, telephone, and security systems including service contracts and contacts for service.
- Negotiate and purchase equipment when needed.
- Provide set up for conferences or meetings that require projection, microphones, including Zoom setup.
- Manage the Zoom account setting up meetings, troubleshooting connection issues for meetings and filing of meeting assets.
- Manage the livestream equipment team and the purchase of equipment.
- Manage the 9 security cameras onsite for suspicious activity and working with the sextons to keep them charged.

Communications Responsibilities:

- Manage the creation of the bulletins, produce, create and print weekly service bulletins – including special events such as funerals, weddings, seasonal programs, music events, etc. Creating the missals for each service.
- Uploading the bulletins on the website and the Sunday e-News.
- Interface with requests from other church ministries/committees on communication needs; in house publicity via the newsletter and bulletins, providing supplies, mailing labels, volunteer coordination as needed.
- Assist Ministry Leaders with advertising, marketing, and promotional materials for events, workshops, or meetings especially Stewardship campaign, Christmas Fair, Strawberry Festival, etc. Create, print, and distribute posters for these events, meetings, workshops.
- Produce Annual Report, edit The Banner' Newsletter, and manage all parish mailings as needed.
- Ensure all parish communications are uniform in appearance and content adhering to the branding style that has been established. Including stationery, bulletins, web page, advertisements, reports, and work with all aspects of the parish.
- Manage the upkeep of the pew cards, narthex brochures and bulletin boards.
- Manage the website maintenance, posting newsletters, sermons, updated group information, staff information, and updating events/schedule as needed.
- Manage communications, such as memos, e-mails, invoices, reports and other correspondence, including instructional documents.
- Produce necessary PowerPoint presentations, brochures and posters, etc. in conjunction with the Rector. Including the livestream slides on a weekly basis.
- E-mail Press Releases to local newspapers.
- Manage the Constant Contact account and contacts, lists and segments. Produce weekly and special e-News to be distributed weekly. Collect data from the parish and add/edit in the update each week.
- Manage and maintain website. Post on social media on a regular basis.

Additional Responsibilities:

- Provide assistance to new members (including mail out new member packets, sign-up for weekly e-blast, and add to database). Purchase mugs and make welcome gifts for visitors.
- Provide Episcopal Diocese of Massachusetts with updated information – personnel, vestry, delegates.
- Manage the preparation of the parochial report and completing the membership and attendance portions of the reports.
- Manage collections of monies for various Easter, Christmas offerings, flowers and announce in bulletins.
- For Baptisms, create and print documentation. Purchase and wrap gifts to be given.
- Manage book records of baptisms, funerals, weddings, and new members.
- Manage the process for purchasing and ordering Memorial Markers for the Memorial Garden. This includes providing guidance to the individual for the design, invoicing and ordering or engraving of the markers. Manage the records and purchases of Memorial Markers.
- Manage the keys, key boxes, key log and assigning keys to new ministry leaders/members and staff.
- Manage the security of the buildings, the grounds and the guests on campus. Provide support for emergencies and prepare incident reports any time first responders are on site.
- Provide support to the volunteers and guests of A Place at the Table.
- Manage the inspections and permitting process with the Town of Falmouth and other vendors for building inspections, food permits, AED inspections, stove hood inspections, refrigerator inspections, tent permit & inspections, sign variances, lift inspections, fire alarm inspections and 90 minute alarm sign tests.
- Manage events for the parish, Annual Meeting, fellowship events, outreach events and provide support for events planned by the parishioners
- Provide leadership, manage and support for the Summer @ StB's events including the Strawberry Festival and Lobster on the Lawns events as well as other events that arise.
- Support the Vestry by maintaining historical records including minutes, resolutions, and prepare meeting packets.

Skills and Qualifications:

In order to perform the above various duties, one must exhibit many varied skills and qualifications. At the core, this is a support position, meaning that communications and decision-making are paramount. A few of the specific skills include:

- Customer Service Relations: Comfortable dealing with public, volunteers, and staff.
- Strong Computer Skills: Ability to utilize Microsoft Office Suite—Word, Publisher, Excel, PowerPoint, Google Workspace, Realm and Canva (a plus) and comfortable with learning additional computer programs to perform the tasks required.
- Familiarity with office equipment: Able to use and troubleshoot systems as phone, copier, computer network, security.

- **Decision-making:** The ability to make independent decisions daily, addressing the best way to handle specific tasks and problems. Ability to multi-task and handle constant interruptions throughout the day.
- **Communications and collaboration:** Must be able to collaborate with other staff, parishioners, and volunteers on a regular basis. Experience managing paid staff and/or volunteers by giving directions, encouragement, support, ensuring consistent performance.
- **Organizational skills:** Organization and prioritization. Ability to keep yourself and others organized and how to determine which tasks are the most important in a given list.
- **Writing:** Spelling, punctuation, sentence structure and writing are essential and proficient in a variety of styles, from creative to professional to technical to education and more.
- **Marketing:** Ability to create ads, posters, and various promotional materials to be used on several platforms.
- **Event Planning:** The ability to see the vision of an event as well as the details and know how to manage them to provide successful events.

To Apply, submit a cover letter and resume via email to: david@stbfalmouth.org

Please, no phone inquiries. If you have additional questions about this position, please include them with your email and the appropriate person will respond.