



Parish Administrator Opening
St. John's Episcopal Church
1 North Hanover St.
Carlisle, PA

GENERAL FUNCTION

St. John's Episcopal Church seeks a qualified parish administrator to serve the Rector, vestry and parish community. St. John's is a busy, vibrant and active congregation with strong connections to the community including a growing Pre-School program, a sponsored 10 week summer academic enrichment camp for at-risk children, and a community site for groups like AA and Cantate Carlisle.

The Parish Administrator maintains a warm, welcoming, orderly atmosphere for parishioners and others who call or visit the church. Reporting to the Rector, the Parish Administrator is responsible and accountable for day-to-day coordination and implementation of administrative and business-related functions of St. John's. Responsible for smooth, efficient operations and overall management of the parish office including coordinating, directing and executing all office-related operations, responding to all telephone and in-person inquiries/visits with courtesy and tact. Completes all annual, monthly and weekly tasks in an efficient and timely manner. Works closely with all church staff, volunteers, Treasurer, Wardens and Vestry provides support services for all church operations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

General Duties and Responsibilities

- Schedules meetings and appointments; maintains Rector's calendar
- Maintains parish calendar of meetings, parish events, and liturgical events
- Establishes and maintains permanent files/records retention schedule for church and Pre-School financials
- Opens and distributes mail for Church and Preschool
- Greets visitors to the office and directs them to the appropriate individual
- Answers telephone and provides information/assistance to caller
- Maintains parish records (baptisms, transfers, confirmations, weddings, funerals, columbarium); coordinates, as needed, transfer of historic records to the Cumberland County Historical Society
- Purchases required supplies for church, including maintenance, office, and education supplies
- Oversees and coordinates recruitment, training and scheduling of office volunteers

- Ensures adherence to computer security SOP including updates to software, required password changes and assignment of passwords to new staff members
- Ensures the church database is to ensure membership information is accurate to include names, addresses, birthdays, anniversaries, memorial dates, etc. and financial records are updated correctly by the money-counter teams
- Completes the website updates in a timely manner; uploading the approved vestry minutes, monthly financial report, worship schedule, lectionaries, church announcements, etc.

Weekly Responsibilities

- Compiles, creates, proofs/edits, photocopies, folds and distributes: Weekly Sunday bulletin; Bulletins according to Liturgical season (Christmas; Lent-Maundy Thursday, Good Friday, Easter; Wedding and Funerals)
- Compiles, enters, proofs/edits and emails the weekly “This Week at St. John’s”
- Processes and distributes payment/reimbursement checks to staff and members
- Reminders: Email reminders during the week to those participating in Sunday services: Altar Guild, Coffee Hour, Acolytes, Usher, etc. Send readings to lectors and prayers to intercessors.

Monthly Responsibilities

- Provide monthly support for vestry meeting by copying and assembling monthly vestry packets
- Contacts designated parishioners each month in order to create and disseminate the Worship Ministry Schedule (acolytes, lay readers, chalice bearers, vestry rep and ushers); coordinates calendar with the Altar Guild and Flower Delivery teams
- Pulls online donations from Paypal and Orrstown Bank Electronic Funds on a regular basis each month
- Updates parish directory each month with names of new attendees/members and changes to contact information for existing members

Annual Responsibilities

- Collect, prepare, and publish all documents for Annual Meeting
- Assist as needed with annual budget process; provide input regarding administrative expenses
- Assist Rector and church staff in preparation of annual calendar; maintain updates; distribute as directed
- Maintain accurate hardcopy records for Safeguarding programs, including criminal background record checks and child abuse clearance forms; set up training rotation as prescribed by National church based on their recommendations; coordinate with Director of Children and Youth

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a proven track record in managing large, growing and complex faith, mission-focused, or non-profit organizations comprised of many programs and multiple internal stakeholders. Prior experience as a Church/Parish Administrator in one or more Protestant churches is preferred (experience in an Episcopal parish a plus) Must possess excellent interpersonal skills and presentation skills including both written and oral communications. Must have high energy level with a strong results oriented achievement work ethic.

EXPERIENCE: Associate's or Bachelor's Degree preferred with 3 – 5 years of experience

Skills:

- Strong oral, written, verbal, and interpersonal communication skills
- Proven ability to manage / supervise others
- Ability to take initiative on own with consultation with key decision makers
- Ability to make decisions under constant pressure of deadlines
- Demonstrated leadership skills Ability to work with parishioners and others with diverse personalities and differing opinions
- Demonstrated expertise in standard office automation and document production software, including the Microsoft Office Suite, Microsoft Publisher or equivalent, Microsoft Access, and Adobe Dreamweaver or equivalent
- Willingness to work varying schedule with occasional long hours and some evening hours
- Excellent attention to detail and the ability to manage multiple concurrent tasks

Benefits:

14 Days Paid Vacation
Sick Leave
Health Insurance through Episcopal Church Medical Trust (No Co-pay)
Retirement 403(b) Defined Contribution Plan

St. John's Episcopal Church does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran.

You may submit your cover letter and resume to:

St. John's Episcopal Church
Administrator Search
PO Box 612
Carlisle, PA 17013

Or you may submit it electronically to admin@stjohnscarlisle.org

Please contact the church office (717-243-4220) if you have any questions.