

EPISCOPAL CHURCH OF THE REDEEMER
JOB DESCRIPTION
PARISH ADMINISTRATOR

The Episcopal Church of the Redeemer does not discriminate against applicants for employment based on sex, race/ethnicity, national origin, sexual orientation, age, or disability.

The Parish Administrator oversees the office of the Episcopal Church of the Redeemer, a church of 800 members located in the suburban area of Salisbury in Midlothian, Virginia. The position is key to the smooth operation and effectiveness of this active church. The parish administrator reports directly to the Rector and supervises a facilities manager, administrative assistant, and audio-visual technician. Clergy, staff, vestry, and members look to the parish administrator to provide support for all activities and ministries.

Responsibilities

- Directs all operations of the church office and collaborates with the Rector on performance evaluations of the staff under his/her supervision; coordinates vacation requests and ensures office coverage
- Maintains personnel files for the administrative staff, including job descriptions, performance reviews, and correspondence related to compensation, commendation, discipline, etc.
- Prior to monthly Vestry meetings, collects and assembles reports relevant to the agenda and distributes same to members
- Maintains church membership records on computer and in writing, tracking baptisms, transfers, etc.
- With the assistance of the Vestry Buildings and Grounds commissioner and the facilities manager, h/she maintains the fabric of the church building and responds to requests for service related thereto, tracks maintenance and timing of contract renewals
- Maintains the church calendar and is the point of contact for anyone wishing to reserve space for church activities, church school activities, weddings, funerals, and community events; contracts for weddings and funerals and arranges for interment of ashes in the memorial garden
- Coordinating with the administrative assistant, uses word processing and data maintenance software to create documents associated with publicity, stewardship campaigns, volunteer sign-up for ministries, worship service programs, member directories, correspondence, and other matters as they arise
- Submits the annual Parochial Report to the Diocese of Southern Virginia and coordinates with the Diocese on activities related to employment, insurance, Safe Church compliance, and the annual audit.

Requirements

- Ability to keep confidential and sensitive information
- Willingness to stay flexible and grow and learn as the church does
- Commitment to maintain a moral life commensurate with someone who represents a church to the public
- Two or more years of office or administrative experience
- Excellent communication and interpersonal skills
- Strong computer skills and ability to operate standard office equipment
- Experience with a variety of software programs, including ACS, Microsoft Office, and Constant Contact
- Ability to manage stress and problem-solve

A background check is required for this position. Office hours are 9:00 a.m.-3:00 p.m. Monday through Friday. Starting compensation will be \$40,000-\$46,000 annually (amount determined by the successful candidate's qualifications) paid twice monthly on the 15th and 30th days of the month. In addition to this salary, full health insurance benefits are provided. Applications will be accepted through June 10 and may be submitted electronically to vestry@redeemermidlothian.org.