

TRINITY EPISCOPAL CHURCH

322 2nd. St.

Excelsior, MN 55331

(952) 474-5263

POSITION DESCRIPTION

POSITION TITLE: Parish Administrator

POSITION REPORTS TO: Rector

POSITION PURPOSE: Part-time administrative/managerial position providing hospitality to members and visitors, administrative support to the rector and parish staff, and management of parish office.

ESSENTIAL FUNCTIONS AND SPECIFIC TASKS INCLUDE:

Oversight of all office functions, including:

- Negotiating contracts, ordering supplies, advertising
- Prepare weekly announcements for bulletin, e-mail announcement, general & bulk correspondence
- Handle/Respond to mail
- Processing payables
- Coordinate church facilities scheduling , including outside groups
- Maintain files
- Oversee all office equipment maintenance and budgets
- Maintain membership database and records
- Provide administrative support for annual stewardship campaign and periodic capital campaigns

Public presence of Trinity Church with visitors and phone inquiries

- Keep regular office hours (hospitality presence)

Maintain Parish Website

- Calendar/Event Personnel updates

Oversight and scheduling of volunteers

- Safe Church Training and Records Administration
- Schedule Ushers/10:15 lectors; reminders to LEM/8am lector schedulers

EXPERIENCE REQUIRED: Three to five years of administrative experience.

EDUCATION/CERTIFICATION: High school graduate. Some college/business courses preferred. Must pass Diocesan Safe Church certification and background check

HOURS: This is an hourly position of 20+ hours per week, dependent upon skills and experience.

SKILLS NEEDED:

- Proactive and independent worker
- Extensive computer background including expert knowledge of Microsoft Word; MS Publisher, MS Excel and Church Management Software a plus
- Strong organizational and time management skills
- Respect for confidentiality of parishioner information and needs
- Sensitivity to and respect for Episcopal Church doctrine and practices

IMPORTANT DESIRED PERSONAL QUALITIES:

- Self-starter
- Proactive: anticipate and solve problems
- Task and detail oriented
- Team player
- Dependability
- Exhibit behavior appropriate to Christian work environment
- Handle sensitive information confidentially
- Maintain orderly work space
- Respect Episcopal doctrine and religious practice

BENEFITS

- Paid Holidays:

New Year's Day	Memorial Day
Martin Luther King Jr.	4 th of July
President's Day	Labor Day
Good Friday & Easter	Thanksgiving Day and day after
Monday	Christmas Eve & Christmas Day
- CPG Life Insurance
- Defined Contribution Pension Plan after one year