

St. Matthew's Episcopal Church

Parish Secretary

Position Summary:

The Parish Secretary provides administrative support to the Rector and staff of St. Matthew's Episcopal Church, while supporting church ministries and committees and collaborating with volunteers.

Reports To:

The Rector while also working closely with all other staff.

Responsibilities:

The Parish Secretary will be a resource person for both members and non-members, and a welcoming and responsive presence in our church's office.

Information Management

- Maintain a functional system of communication with the parish.
- Work with the Parish Accountant to maintain parish liturgy records, keeping them up-to-date and accurate.
- Produce reports; directories; and other documents from parish records under the direction of the Rector and Parish Accountant, on a timely basis.
- Coordinate the parish calendar to facilitate building use by internal and authorized external groups.
- Copy and collate print mailings.
- Assist with preparing and distributing marketing materials, as directed.

Administrative Support

- Provide administrative support to the Rector.
- Provide a welcoming and helpful presence in the parish office.
- Respond to requests for information and resources via email; telephone; and in-person visits.
- Provide administrative support to vestry and other committees, including: preparing meeting documents or posting minutes; making document copies; and sending out mailings.
- Market the building, and oversee rental agreements.
- Coordinate with the Parish Accountant to maintain membership records.
- Coordinate with vendors as delegated by Rector, Wardens, and Building & Grounds Committee.
- Supervise the Weekday Maintenance Technician, and coordinate with him/her about facilities-related needs, including setup and clean-up for special events.
- Produce rosters, correspondence, and other documents.
- Sort incoming mail, and send parish mailings and other outgoing mail.
- Maintain and manage parish calendar.

Liturgy Support

- Prepare and proof worship materials and bulletins for Sunday morning and other services.
- Prepare flower donations information, coordinate lectionary and ministry schedules, sending reminders as scheduled.
- Provide assistance with tracking the liturgical calendar and planning for church events, as needed.

Volunteer Support

- Assist in recruiting, coordinating and scheduling volunteers as needed, under direction of the Rector or committee leadership.
- Organize workflow and maintain a tidy and usable office environment so as to enable effective use of volunteers.
- Assist in coordination of special events.

Knowledge, Skills and Abilities

- Strong writing and grammar skills, including proofreading.
- Proficiency in word processing, spreadsheet, and database applications.
- Demonstrated organizational skills, including calendaring, project coordination, and prioritization.
- Ability to effectively manage workload in a varied paced work environment.
- Effective communication skills, both verbal and written.
- Ability to maintain confidentiality at all times regarding persons and information.
- Knowledge of office etiquette and effective communications skills. Basic knowledge of invoice and purchase order transactions.
- Knowledge of supply procurement, including the ability to research vendor prices and negotiate costs.
- Welcoming disposition, willingness to accept and serve all who come to St. Matthew's.
- Must be able to lift 20 pounds.

Qualifications

- Minimum 3 years of office experience, including communications, is desired.
- Experience in a church or other ministry setting is preferred.
- Associate's degree in administration, communications, office support, or related area, is desired.

Work Schedule:

This is a 27-30 hour per week part-time position. Working hours to be arranged with the Rector. Vacation time, holidays and days off are provided.

**** Although St. Matthew's is a religious organization, employee's religious affiliation is immaterial. However, sensitivity to the identity and mission of St. Matthews's is necessary for effectiveness in this role.**

The responsibilities listed above are representative of the job, may change from time to time, and are not intended to be all-inclusive. Applicants must undergo a background check and comply with the Safeguarding God's Children training upon employment.

To Apply:

Please submit a resume and cover letter electronically or on paper to:

St. Matthew's Episcopal Church
The Rev. Kelly Kirby, Rector
330 N. Hubbards Ln.
Louisville, KY 40207
kkirby@stmatthewsepiscopallouisville.org