

**St. Stephen's Episcopal Church**  
**CHURCH /PARISH ADMINISTRATOR**  
**Job Description**

**Primary Functions:**

- 1) Administer the business affairs of the church, working with members and staff to achieve the mission of the church.
- 2) Provide overall direction for the daily management of the church office, the coordination of all facilities, maintenance, operations, events scheduling, purchasing and the church's technology systems.
- 3) Maintain discretion and confidentiality, as the Church Administrator often works with highly confidential information and conflict situations.

**Essential Responsibilities:**

*Personnel Management*

- Provide general direction to the weekday operation of the church office to help ensure church websites and programs are updated, calendars are updated, bulletins are published and newsletters are published and distributed.
- Responsible for daily management of the church office.
- Maintain all office equipment and computer systems.
- Assist the Vestry in the development and administration of the personnel policies and procedures of the church.

*Financial Management*

- Oversee the purchasing process and maintaining vendor relationships.
- Open, review and route bills and mailings to the correct person or group.

*Property Management*

- Develop policies and procedures concerning the use of all church property in conjunction with the Vestry.
- Work with vestry, staff and organizations to coordinate the use of classrooms and church facilities for meetings and activities.
- Oversee the security of church property.

*General*

- Participate in staff meetings and scheduled committee meetings.
- Facilitate the organization of volunteer help as needed.
- Edit, schedule and send out weekly communications.
- Record all membership changes: deaths, marriages, address changes, transfer of memberships, baptisms and new members.

**Role Requirements:**

- Associate degree in business or a related field or equivalent experience desired.
- Excellent verbal and written communication skills, inclusive of business letter development.
- Ability to develop and administer policies and procedures concerning the use of all church properties, and facilities.
- Proficient with Microsoft Word, Excel and email communication.
- Timely and consistent attendance and availability in the evenings for vestry and ministry meetings.
- Self-motivated with strong organizational skills and the ability to work independently.
- Able to prioritize and multi-task, using good time management skills in a fast-paced environment.
- Ability to maintain discretion and confidentiality as the Church administrator often works with highly confidential information and conflict situations.
- Maintain complete confidentiality, assist as needed in crisis situations, and serve as a helpful and caring assistant to interface with the congregation and the Priest.
- Demonstrate a welcoming and open personality consistent with the mission of St. Stephens.
- Must be able to lift 25 lbs.
- Navigate steps in various church facilities to manage daily operations and storage of delivered supplies.
- Other duties as assigned by the Vestry.