

# **Holy Trinity Parish**

Anglican Diocese of the Living Word, Anglican Church in North America

## **Position Description**

**Position Title: Parish Administrator**

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Date approved by Parish Vestry: November 17, 2019

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### **Overview and Objectives**

Under the supervision of the Rector, the Parish Administrator provides general administrative support to the clergy and congregation, in order to support the ministries and mission of Holy Trinity Parish. This work includes, but is not limited to: data and records management, basic bookkeeping and accounts payable, communications support, supplies and inventory management, coordinating custodial services and outside contractors, and collaborating with volunteers. The Parish Administrator will be a resource person for parishioners, and a welcoming and responsive presence for outsiders.

General objectives include:

1. Support the clergy and vestry in the day-to-day administration of the parish, by
2. Creating and maintaining order in the day-to-day operations of the parish, with
3. Timeliness, collegiality, and attention to details in the above work.

This position is part-time (6-8 hours per week and very occasionally more as the church's ministry requires it, e.g. the leadup to Christmas, Easter, and the Annual Parish Meeting).

Parish Mission Statement: Holy Trinity Parish is a traditional Anglican congregation of disciples seeking to hear meekly God's word, celebrate joyfully Christ's sacraments, and equip generously the body to bring forth the fruits of the Spirit, that we may show forth in Hillsdale the transforming love of Jesus Christ.

### **Responsibilities**

- I. Operational Support
  - a. Maintain parish records and files to ensure easy access to important information
  - b. Maintain parish register, including an accurate list of parishioners and contact information, the official membership roll, and a record of all services (regular and special) and attendance.
  - c. Collect and sort parish mail, checking P.O. Box multiple times a week.
  - d. Maintain office and general supplies, placing orders as needed.
  - e. Coordinate with parish sexton for weekly and special custodial services.
  - f. As authorized by the vestry, work with contractors to provide for maintenance and repair of facilities and equipment as needed; be physically present to grant contractors access to facilities.
  - g. Help with administrative duties surrounding special events, including but not limited to weddings, funerals, outreach events, etc.
  - h. Collect and edit ministry reports for Annual Parish Report and print final report for the Annual Parish Meeting; prepare members' sign-in and ballots for Annual Parish Meeting.
  - i. Work with rector and vestry to submit annual parochial report to the diocese.

2. Financial Support
  - a. Work with treasurer to input weekly and special offerings into QuickBooks.
  - b. Manage day-to-day accounts payable (staff reimbursements, outside invoices), entering debits into QuickBooks and signing and sending checks.
  - c. In coordination with the treasurer, send out year-end giving statements.
3. Communications Support
  - a. Respond to phone calls, emails, and other correspondence promptly.
  - b. Maintain an up-to-date email address database, and distribute parish's weekly e-newsletter.
  - c. Maintain parish's website, especially upcoming events, sermon archive, and blog.
  - d. Manage all social media accounts of the parish.
  - e. Work with the local chapter of Love, INC to refer calls and fund needs.
4. Liturgical Support
  - a. Prepare and submit for printing service booklets for Sundays and Holy Days.
  - b. Work with the various ministries to coordinate Sunday volunteers, maintain an accurate volunteer schedule, and send weekly reminder emails.
5. Other administrative responsibilities as directed by the rector.

### **Competencies and Qualifications**

1. Strong personal faith in Jesus Christ as Lord and Savior and firm commitment to be his disciple in prayer, study, character, and mission.
2. Strong writing and grammar skills, including proofreading.
3. Demonstrated organizational skills, including multitasking, project coordination, prioritization, and a strong attention to details.
4. Effective and friendly communication skills, both verbal and written.
5. Ability to keep confidential parish and parishioner information.
6. Proficiency in Microsoft Office suite, online tools (website and email marketing),
7. Willingness to procure bids and negotiate costs with outside vendors/contractors.
8. Dependable and creative; able to work effectively both under authority and with considerable day-to-day freedom.
9. High school diploma required; an associate's degree or equivalent preferred.
10. Active participation in a local church required, but membership need not be at Holy Trinity Parish.

### **To Apply**

Interested applicants should send a cover letter and resume to: [adam@trinityhillsdale.org](mailto:adam@trinityhillsdale.org).