

Title: Parish Administrator

Hours: 30 hours/week, 9:00 - 3:00 (flexible)

Salary: Commensurate with experience

Benefits: Individual Health Care & Pension

Saint James Church is seeking an experienced, spiritually mature Christian to join our ministry team and grow in relationship with our parish and our mission with Jesus Christ to the world.

Under the supervision of the Senior Pastor, the Parish Administrator provides general office support to the Staff and Vestry for the ministries and mission of Saint James Anglican Church. This work includes, but is not limited to: phone and e-mail support, data and records management, supplies and inventory control, communications, managing use of church space by parish and outside groups, supporting ministries and collaborating with volunteers. The Parish Administrator will be a resource person for members and non-members, and a welcoming and responsive presence in the church office.

Parish Administrator Oversees (by management or personally):

- Schedules events and meetings on the Parish Calendar
- Contact/coordinate events (i.e., weddings, funeral receptions, etc.)
- Oversees work of Custodian, Office Assistant, Publications/Membership employees
- Coordinates with Parish Life Coordinator re: major parish events when food is served
- Coordinates with the Parish Bookkeeper
- Human Resources records & payroll outsource submission (Paycom payroll)
- Parish Contracts (i.e., insurance, grounds, buildings)
- Liaison for Campus Security & Parishioners
- Oversees/coordinates with People's Warden, the maintenance of building & grounds with vendors
- Assists Sr. Pastor, Wardens, Finance Committee re: Vestry Business
- Liaison with Day School re: daily office communication
- Keeps records for baptisms, confirmations, weddings, etc.
- Prepares paperwork and certificates for baptisms, weddings, Funerals, etc.
- Prepares Parochial Report, Workman Comp audits
- Back up for front office answering phones & greeting visitors
- Acknowledges Memorials & gifts
- Oversees the Shelby Church Management Software
- Coordinates with Bookkeeper to oversee pledges, contribution envelopes, statements
- Other jobs as assigned by Rector

A successful candidate will agree with Saint James' "Statement of Faith" and be an active participant in the spiritual community of the staff of Saint James. They will also pass the Diocesan background check.