

**ST. JOHN'S EPISCOPAL CHURCH**  
**ITHACA, NEW YORK**

---

**Position:** Parish Administrator

**Supervisor:** Rector and/or Wardens

**Position Summary:**

Under the general direction and supervision of the Rector or, in the absence of the Rector, the Wardens, the Parish Administrator is responsible for providing administrative support for the Rector and carrying out the general business of the parish. Performance will be reviewed annually.

This is a part-time, 20-hour per week position, with increased hours occasionally. The preferred core hours are Monday–Thursday, 10 am–3 pm.

**Who We Are:**

St John's is a parish within the Episcopal Church in the Diocese of Central New York. St John's is a diverse, inclusive, accepting and welcoming space for ALL of God's children, regardless of race, color, sex, sexual orientation, gender identify, national origin, ancestry, age or ability. St. John's is also home to Loaves and Fishes of Tompkins County, a private, not-for-profit 501(c)(3) organization, that provides daily free meals, hospitality, companionship, and advocacy for those in need. St. John's and Loaves & Fishes have been partners in ministry since 1983.

St. John's is a Tompkins County Living Wage employer.

**Preferred Qualifications:**

- Five (5) or more years of secretarial experience in an office environment, preferably as the sole provider of administrative support.
- Excellent written and verbal communication skills
- Skilled user of electronic media including Macintosh computers, G-Suite, Microsoft Word, PowerPoint, and Excel, as well as a willingness to learn specialized church membership and accounting software.
- Comfortable interacting with a wide variety of people and organizations, including other churches, social service agencies, funeral homes, etc.
- Able to use and troubleshoot standard office equipment, including telephones, answering machines, printers, and photocopiers.
- Able to work independently, track short-, medium-, and long-term tasks.
- Able to keep detailed records and prepare correspondence.
- Must have a high school diploma or equivalent.

**Physical Demands:**

- Must be capable to occasionally lifting of supplies weighing up to 25 pounds.
- Must be able to climb and descend stairways.

**Duties:**

- Act as the public face of St. John's, supporting our ministries by interacting effectively and graciously with a wide variety of people in person, on the telephone, and via e-mail.
- Establish and maintain confidential and administrative files.
- Prepare reports and summaries of data pertinent to the work of the Rector and the ministry of the parish.
- Using church management software, maintain and update parishioner database.
- Produce materials needed for weekly services, including service bulletins, readings, and copyright statements.
- Prepare documents such as correspondence, reports, forms, receipts, vouchers, work orders from drafts, notes, brief instructions, or templates, using standard office software.
- Organize and schedule meetings and volunteers for special tasks.
- Schedule the use of meeting spaces in the building and assist volunteers for special tasks,
- Work directly with Loaves & Fishes staff to coordinate use of the building and meeting areas with church activities.
- Perform the duties listed in Attachment A as well as other duties as requested by the Rector.

## ATTACHMENT A

**REGULAR DUTIES***[The following is intended to reflect current practices that are subject to change as the needs of the Parish change. Improvements in technology or changes in how the Parish does business may result in the removal of some and the addition of other duties. This means that the list should be reviewed and updated annually.]*

**General Clerical:** All things related to preparing for

- Vestry:
  - Receive Vestry agenda and related materials; forward to Vestry members.
  - Receive, copy, distribute and file Vestry minutes.
- Bookkeeper and Treasurer:
  - Receive, sort, and file mail, putting bills into the Bookkeeper's folder after checking them for accuracy.
  - Notify the Treasurer when the checks are received from the Bookkeeper.
  - Schedule time to have Treasurer sign checks.
  - Process and mail invoices and checks.
  - Receive, copy, distribute, and file financial statement.
- Counters:
  - Stock counter supplies as necessary.
- For Music director
  - File weekly report for OneLicense use for weekly music selections
  - Scan or copy print materials as required

### **Scheduling, Publications and Mailings:**

- Weekly Service Preparation:
  - Using LEM schedule, email weekly readings to scheduled LEMS and Lectors.
  - Prepare and print intercessions and place in the notebooks in the Sacristy.
  - Create weekly worship bulletins in Microsoft Word, including:
    - Get music scheduled from the Music Director;
    - Get flower and candle dedication lists from Altar Guild;
    - Retrieve OneLicense information for weekly music selections;
    - Get weekly readings from Lectionary or Liturgy Committee
  - Print bulletins and place them on the counter in the sacristy for Greeters to put out on Sunday morning or prior to weddings, funerals, etc.
  - Create PDF of bulletin and send to web team for uploading to the website.
- Bulletin Boards:
  - Place a copy of the announcement insert on the bulletin board outside of the Parish Hall.
  - Post other information as needed.
- Newsletters and Mailings:
  - Print weekly service bulletin and Fledgling and mail to homebound.
  - Prepare and email blast updates from the wardens and the rector as needed.
  - Purchase stamps when necessary

**Record Keeping:**

- Learn and use Breeze software to maintain parish records.
- Record contributions and copy tally sheet for treasurer and bookkeeper.
- Record payments received from rented parking lot spaces.
- Update building use calendars as necessary.
- Execute transfers-in and transfers-out forms.

**OCCASIONAL DUTIES****General Clerical:**

- Prepare and distribute offering envelopes to parishioners, track changes, issue new envelopes when necessary.
- Prepare bulletins for special services.
- Enter information in large parish registers (located in the safe by the nursery).
- Keep a supply of newcomer cards to be placed in pews, forward to the appropriate person for follow up, and enter information into database.
- Annual Reports:
  - Contact committee chairs for annual reports.
  - Assemble and prepare annual reports.
  - Assist with preparation of the annual parochial report.
- File bills and invoices with check stubs

**Mailings:**

- Prepare and mail annual stewardship appeal letters and record pledges.
- Send annual contribution statements to parishioners.

**Ordering:**

- Order parish calendars from Ashby and wall calendars from Morehouse Publishing.
- Order palms for Palm Sunday.
- Order Altar Guild supplies as necessary (including bread, wine, flowers, etc.).
- Order offering envelopes, including Easter and Christmas special offering envelopes.
- Order janitorial supplies as needed.
- Order materials for parish events as needed.

**Property Use, Repairs, and Inspections:**

- Be a point person for St. John's with Loaves and Fishes' guests and volunteers; direct concerns to Rector or Loaves Director as appropriate
- Accept applications for building and key use, keep records, and collect payments as required.
- Issue keys for building use.
- Notify alarm company to disengage for Christmas Eve and Holy Week services (Sentry Alarm).
- Meet and interact with inspectors and repair people.
- Provide documentation of inspections to the Rector and Property Committee Chairperson, ensuring that all necessary annual and semi-annual inspections are completed and documented.
- Check parking lot each morning for illegal parking, and contact police if necessary to have illegal cars ticketed and towed. (This is a shared responsibility with Sexton)

**Other:** Oversee and serve as immediate supervisor for the Sexton in absence of Rector.

**Vacations and Holidays**

Refer to current Personnel Policy