



The Parish Administrator of St. Timothy's will serve as the primary point of contact for members, visitors, and friends of the church, and run the daily operations of the parish from 9:00 a.m. to 3:00 p.m., Monday through Friday. This in-office position entails executing and implementing the strategy and vision of the Priest-in-Charge, with a primary focus on bulletin creation and ENews distribution. In addition to welcoming people to St. Timothy's with warmth and kindness, you are responsible for the duties as given by the Priest-in-Charge.

This position is up to 32 hours a week and comes with the following compensation and benefits:

- Hourly rate of \$26, payable in installments consistent with the Church's payroll cycle
- Contribution toward a selected health care plan through the Diocese of Virginia for coverage of employee, not to exceed \$9,000 in 2022.
- A contribution of 9% of total compensation into a Defined Benefit Lay Pension Plan.
- Two weeks of vacation, as well as federal holidays and the week between Christmas Day and New Year's Day

The employer and employee agree to review the hours necessitated to fulfil the job responsibilities after three months. All pay and benefits shall become effective on \_\_\_\_\_ 2022.

This position reports to the Priest-in-Charge and is bound by Diocesan guidelines concerning Safeguarding policies. As with all staff, the Parish Administrator must pass criminal and sexual misconduct background checks.

## **Parish Administrator Job Description**

St. Timothy's is seeking a part-time Parish Administrator, who will thrive as the primary point of contact at the church Mondays-Fridays, 9 AM – 3 PM.

This work includes, but is not limited to:

data and records management,  
phone and email support,  
supplies and inventory management,  
weekly Bulletin Editing  
weekly Newsletter Editing  
managing the church calendar,  
supporting church ministries and  
committees, and collaborating with volunteers.

A spirit of collaboration with clergy and staff and empowerment of lay ministry will be hallmarks of the Parish Administrator's presence at St. Timothy's.

➔ Office Management and Administrative:

Serve as the point of contact and maintain a welcoming atmosphere to visitors who call and visit the church office

Develop and print the weekly bulletin, update the prayer list, attendance records, manage check requests, on a weekly basis.

Collaborate with the buildings and grounds committee, vendors, lay leaders, and other staff to manage maintenance and property repairs.

Assist with the worship ministry schedule and serve as primary point of contact with ministry leads

Assist in coordinating and scheduling volunteers under direction of the Priest-in-Charge or committee leadership

Manage the parish office, update physical and online databases

Update and maintain website, including posting of sermons and any other virtual offerings

Update and publish the calendar of church events

Prepare and distribute reports for the Diocese and national Episcopal Church in a timely fashion

Act as the primary point of contact and monitor compliance for all users of the building

➔ Financial:

Collaborate with other staff and volunteers for the input of financial records and membership information into the church database

Act as a liaison to the parish bookkeeper, providing an updated monitor of expenses, and posting financial records on a regular basis

Support Treasurer in preparing the annual parish budget

Support internal financial audits

Provide administrative support to the Stewardship Committee in all aspects of the annual pledge campaign

➔ Job Skills and Requirements:

Proficiency and comfort with technology (Microsoft Word/ Excel/ Mailchimp/ Church Windows/ social media) will be needed for all aspects of this job.

Attention to detail and a spirit of collaboration are most desirable

The Rev. Charles Cowherd, [priest@saint-timothys.org](mailto:priest@saint-timothys.org)