

**Parish Administrator Job Description**  
St. John's Episcopal Church  
321 Chestnut Street, Lancaster PA 17603

## POSITION SUMMARY

Under the supervision of the Rector, the Parish Administrator provides general office support to the parish, staff, and committees, in order to empower the ministries and mission of St. John's Church. This work includes, but is not limited to, communication and marketing work sufficient to meet today's rapidly changing world; data and records management; phone and email support; supplies and inventory management; managing use of church space; and collaborating with volunteers. The Parish Administrator should be generous, efficient, detail-oriented, and professional with a welcoming disposition and willingness to serve all who come to St. John's.

## 1. QUALIFICATIONS

- Excellent communication and interpersonal skills.
- Prior experience or current enrollment in business and communication field required.
- Experience in a church, other ministry, or nonprofit setting is preferred.
- Associate degree in administration, communications, office support, or related area, is desired.

## 2. KNOWLEDGE, SKILLS, AND ABILITIES

- Effective communication skills, both verbal and written, including proofreading and editing.
- Proficiency in the following: MS Word, Publisher, and Excel; WordPress; Facebook; Instagram; Google Docs; Canva; MailChimp; and database management platforms.
- Organizational skills, including time management, project coordination, and prioritization.
- Proficiency in social media management, website management, and marketing.
- Ability to effectively manage workload and work under pressure and deadlines.
- Ability to maintain confidentiality regarding persons and information.
- Must pass background investigation to comply with church requirements.

## 3. ESSENTIAL DUTIES

### INFORMATION MANAGEMENT

- Maintain a functional system of communication with the parish.
- Maintain parish records, including membership, financial, and other operational data, keeping them up-to-date and accurate.
- Produce reports, directories, and other documents from parish records under the direction of the Rector, vestry, and committee leadership, on a timely basis.
- Coordinate the parish calendar to facilitate building use by internal and authorized external groups.
- Assist with creating and managing the church's online presence.
- Produce and distribute monthly parish newsletter by email and regular mail.
- Assist with creating, preparing, and distributing marketing materials, as directed.

## ADMINISTRATIVE SUPPORT

- Provide a welcoming and helpful presence in the parish office.
- Respond to requests for information and resources via email, telephone, and in-person visits.
- Provide administrative support to vestry or other committees.
- Place orders for supplies and equipment as authorized.
- Coordinate with the Financial Secretary to maintain parish financial records.
- Communicate regularly with the Sexton and Property Chair about facilities-related needs.
- Collaborate with Clergy, Minister of Music, CFO, and other members of the staff.
- Sort incoming mail and send parish mailing and other outgoing mail.

## LITURGY SUPPORT

- Develop a familiarity with Episcopal liturgy resources.
- Assist with creating, preparing, and proof-reading worship materials for Sunday mornings and any other services/events.
- Assist with the coordination of lectionary and ministry schedules, sending reminders and information as needed.
- Maintaining the wedding guidelines, burial policies, newcomer information and coordinating with those requesting information as needed, along with maintaining the registers related to each.

Note: This description is not intended to include all responsibilities, as additional duties may be assigned, and existing duties may be adjusted at any time.

## 4. HOURS & COMPENSATION

This position is 27-28 hours per week. Employee will be eligible to receive Episcopal Church Employee Benefits (healthcare, staff disability insurance, pension). Salary is based on experience, beginning at \$28,000 per year.

Office hours:      Mondays      9:00 A.M. – 12:00 P.M.  
                            Tues-Thurs    9:00 A.M. – 4:00 P.M.  
                            Fridays        9:00 A.M. – 12:00 P.M.

## 5. APPLICATION

To apply, send a resume and a cover letter detailing your interpersonal communication strengths and office experience to [amanda@stjohns-lancaster.org](mailto:amanda@stjohns-lancaster.org). Please include the phrase “Parish Administrator” in the subject line. Call the office at (717) 299-1188 if you have additional questions.