

Parish Administrator Position

St. James' Episcopal Church in Mt. Airy, MD, is seeking a Parish Administrator. Our present Parish Administrator is retiring after 29 years. The role of the Parish Administrator is to support the day-to-day operations of the church and to support the clergy, other staff and Vestry. This position is designed for a generalist who is a confirmed self-starter and self-regulator who enjoys working with people of all ages. It involves general office work and is a highly visible position as this person is often the first person the public sees and/or speaks with. The successful candidate will possess an exceptionally positive attitude, must be a team player, and will respect the confidentiality of all parishioners. This position also interfaces with our Nursery School staff and parents and our Thrift Shop staff. This position reports directly to the Rector and is approximately 30 hours per week, Monday through Friday from 9:00 a.m. until 3:00 p.m.

Position Duties

Answers the telephone, takes and distributes messages
Picks up/delivers mail from the Post Office and distributes; maintains bulk mail records
Logs in all bills, makes copies as required and coordinates with Parish Bookkeeper
Greets church and office visitors, provides general information about the parish
Coordinates lay volunteers for weekly worship and other duties
Designs layout, prints and folds the weekly bulletin and other service bulletins as needed
Coordinates with the organist, altar guild and other liturgical entities
Types, edits and finalizes letters, notes, and reports as directed
Answers general mail and information inquiries
Sends welcome letters to visitors, newcomers
Maintains the memorial and thanksgiving records for gifts
Maintains the exterior sign board
Maintains the master bulletin board so that it is attractive, informative and current
Works with the parish Newsletter Editor and provides schedules, calendar, inserts, and then prints and prepares the newsletter for mailing
Maintains the master parish events calendar and coordinates space use for groups within and outside the parish
Maintains reference files and front office area
Orders and inventories office and kitchen supplies
Maintains parish records and prepares documents/certificates as required
Operates and maintains office equipment, e.g. copier, FAX, and printer
Provides administrative support to Rector as needed
Supports the Sunday School by copying, ordering curriculum materials and supplies
Maintains parish nametags and display board

Required Qualifications

Strong oral and written communication skills.
High School graduate with demonstrated office experience.
Working knowledge of office software, including MS Office (Word, Outlook, Publisher, Excel). Knowledge of *Servantkeeper*, a church membership & contribution Program, would be a plus.
Internet proficient, including email (MS Outlook) and Internet Explorer.

Ability to handle confidential and personal matters with utmost discretion.
Successful completion of a background check.
Attendance at a sexual abuse awareness class is required.
Knowledge of the Episcopal Church and especially its liturgical traditions is a plus.

The Successful Parish Administrator will be:

A caring, friendly yet firm individual who is unfailing courteous.
Offer a positive image for St. James' in the community and among parishioners. Greets everyone who calls or comes into the office in a positive and friendly manner.
Gracious and patient during difficult or unexpected situations.
Able to protect individual confidentiality and treat all persons with dignity and respect
Willing and able to learn new skills through training and/or self initiative.

To apply, please email your resume and cover letter to the Rector at stjamesmtairy@verizon.net or FAX to 301.829.9773. Please include "Parish Administrator" in the subject line. All applicants will be required to complete an application (found at stjamesmtairy.org).