

✠ St. Bartholomew's Episcopal Church ✠
396 Gilman Road
Yarmouth, Maine 04096



Position Summary: Parish Administrator
Part-time (18-20), reports to Priest-in-Charge

The Parish Administrator supports the Priest in Charge in their ministry and the mission of the Parish primarily through routine administrative duties and support tasks. The Parish Administrator is required to maintain high levels of confidentiality and discretion. As first contact for visitors, parishioners, vendors and others, it is also critical for the Parish Administrator to be personable, calm, respectful, patient and compassionate as well as professional. Attention to shifting priorities and details is crucial as is the ability to multi-task and to work and maintain order without direct supervision. The ability to interact with parishioners and staff, remain flexible, proactive, resourceful, calm and efficient are vital to the position.

Duties and Responsibilities

Provide administrative functions including but not limited to the following:

Communications

- Serve as the primary communications person for the parish, which includes keeping up with phone, voicemail, mail, and email. Receive, sort, process mail, email and re-direct as necessary.
- Create and publish weekly announcements sent electronically to all members. Ensure announcements include relevant information for upcoming events
- Create and publish seasonal newsletters.
- Maintain and update parish directory, database, mailing list and email list
- Update and maintain website including service information, sermons, links to mailings, etc.
- Create and maintain variety of informational brochures for the parish.
- Help with occasional mailings printing letters, creating labels, and envelopes
- Compile and publish communications for special events including the St. Bart's Art Show, Christmas Fair, Evensongs, Special Gatherings and/or Fundraisers.
- Publish the Annual Report for Annual Meeting.
- Manage Zoom account and schedule meetings for parish Vestry and committees
- Maintain and update email addresses for parish staff and leadership.

Support of Worship

- Organize and publish seasonal worship booklets.
- Organize and publish the weekly worship bulletins.
- Create and publish bulletins for funerals, weddings, special events, special services.
- Create and maintain the volunteer duties of parish members and distribute required material in a timely manner.

Building Management

- Maintain the calendar and building space use for both internal and external groups.
- Order office and maintenance supplies as needed for the building.
- Maintain vendor and service company files, to include contracts and other important information
- Maintain parish records per parish's record retention practices and policies.
- Act as point person for Memorial Garden requests, distribute forms and maintain records
- Schedule routine service and maintenance appointments

Pastoral Support

- Promptly communicate pastoral emergencies to the Priest and Pastoral Care Team.
- Maintain and update Prayer list and Prayer Shawl distribution lists. Communicate in bulletins and e-bulletins.
- Keep confidences of the Priest relating to parishioners and pastoral care.

Treasurer Support

- Process reimbursements for church staff and parishioners.
- Create Annual Stewardship Campaign pledge cards with Stewardship Committee.
- Scan and put all bills/invoices into a digital folder for the bookkeeper
- Prepare any checks received in the mail for deposit, and leave for the weekly counters
- Occasionally print checks when needed
- Assist treasurer with year-end giving statement mailings

Staff Support

- Support the music director by providing copies for choir members if needed, with careful attention to music selections included in the seasonal booklets and weekly bulletins and producing occasional Evensong bulletins.
- Support for the Education Coordinator may include printing, copying, assisting with mailing, and ordering supplies as needed.

Minimum Position Requirements

- College degree and/or Associate Business degree and/or five years of work experience as an office manager in a comparable office situation is preferred.
- Excellent written and verbal communication skills.
- Strong decision-making abilities coupled with the ability to discern when a decision needs to be passed to the Priest or another appropriate member of staff or Vestry.
- Well-developed computer skills, including producing online and print publications.
- Adept at working with and using various forms of technology.
- A working knowledge of Microsoft Office, Publisher, MailChimp, Google G Suite, CRMs, among other programs is helpful.
- Physical requirements – this position does occasionally require picking up and moving heavy boxes of paper or other materials.

Additional Job Information

- Hourly Rate: \$17.50 - \$21.50 per hour depending on experience.
- Office located in an ADA Accessible building.
- Admin required to work in-person during regular business hours (M-F, 9am – 5pm). Specific dates and times to be negotiated with supervisor. Some work from home hours a possibility depending on needs of the parish.

Applications

Eligibility for this position is limited to those beyond the St. Bartholomew's community due to the confidential nature of the daily activities of the parish office.

St. Bartholomew's is an Equal Opportunity Employer. As such, St. Bart's welcomes all applicants regardless of race, gender expression and gender identity, sexual orientation, age, and ability.

To apply, please send a resume and cover letter via email to The Rev. Amanda Gerken-Nelson, Priest in Charge, at stbartholomewsyarmouthparishad@gmail.com

St. Bartholomew's Episcopal Church in Yarmouth, Maine is an open-minded faith community whose members bring with them diverse understanding of the Christian life. Empowered by our shared worship and friendship, we serve God in the wider world. St. Bart's is a congregation of the Episcopal Diocese of Maine.

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