



JOB DESCRIPTION

JOB TITLE: Parish Administrator (with Bookkeeping)
JOB CLASSIFICATION: Non-Exempt Administrative

CHURCH OF THE GOOD SHEPHERD'S MISSION & VISION:

"TO KNOW CHRIST, AND TO MAKE CHRIST KNOWN"

As entirely open and inviting, especially of youth; in Christian learning, programs, action, and worship; As a Christian community, welcoming diversity, recognized in our evangelical witness, and our support and healing of community hurts; As a place of Spirit-filled joy and fellowship, with vitality that finds expression in our worship, singing, and music; As a congregation, living our mission committed spiritually and materially in faithfulness to God.

Nestled in what is known as the pastures of heaven, you will find the Church of the Good Shepherd Episcopal Church and Preschool, a vibrant and active congregation that celebrates God's diverse creation and strives to build an inclusive community that welcomes everyone, no matter their age, gender, sexual identity, culture, ethnicity, economic status, or ability. Our beautiful 20-acre church campus features our sanctuary and parish hall, which houses the Church of the Good Shepherd Preschool. Faith comes alive here as members and friends engage in worship, study, fellowship, and loving service to our neighbors. We have approximately 200 church members and serve over 50 school families. We hold worship services weekly on Sundays at 10 am, and daily online Morning Prayer at 9 am.

Church office hours are flexible and will be agreed upon in consultation with new Parish Administrator.

JOB SUMMARY:

The Parish Administrator is central to the life and functioning of the Church of the Good Shepherd. Reporting to the Rector and in partnership with the Treasurer and the Director of the School, the Parish Administrator is responsible for effectively and efficiently managing day-to-day operational tasks. Excellent communication, listening, and critical thinking skills are required as the Parish Administrator must respond to the needs of members, volunteers, suppliers, and others who are part of the CoGS extended family. While many of the daily tasks assigned are time and schedule-sensitive, other tasks can be completed flexibly or only occur from time to time. Many church members volunteer their time and talent to support the work of the church office and are a valued asset. The Rector and Parish Administrator will work together to determine how best to utilize the time and talents of the volunteers supporting the church office.

CORE RESPONSIBILITIES:

Church Office Administration:

- Production
 - All materials for Worship and Sunday Information Table & Signage
 - Electronic News/Facebook/YouTube/Communications /Member Directory
 - Special print or tech projects for ministries
- Administrative



- o Receive, sort, and distribute mail
- o Management of member data (FellowshipOne)
- o Maintain schedules for Liturgical ROTA, Church Calendars, Flower donations, Facilities Use
- o Manage/renew Subscriptions/Software licenses/One License
- o Track and order supplies (office, kitchen, parish, janitorial. sanctuary, formation)
- o Office Systems (copier, phone, internet, postage, defibrillator)
- o Assign and direct office volunteers (regular and special projects)
- o Oversee supplier relationships (vendors, repairs, and maintenance)
- o Point of contact for Nursery, Sunday School, & Janitorial Staff
- o Buildings and grounds communication of needs to Junior Warden
- Communications
 - o Communicate with the website manager on information/updates, make bulletin uploads
 - o Email, Telephone and in-person communications
 - o Create and order signage, sign-up sheets, parish directory
 - o Attend/participate in Staff Meetings/Meetings with Rector
- Partnership
 - o Assist Rector as requested

Requirements:

The following are requirements for the position of Parish Administrator:

- 3-5 years office management experience.
 - o Bonus: knowledge of the Episcopal Church or familiarity with church culture/operations
- Software Proficiency:
 - o Microsoft Office products (Word, Excel, Power Point, Publisher)
 - o Adobe Acrobat or Photoshop; Constant Contact;
 - o Google products: Calendar, Drive, Docs, Sheets, and Forms
- Familiarity with use of Copier, Internet/Router, Phone Systems
- Volunteer and Member management
 - o excellent written and verbal communication skills
 - o strong listening skills
 - o Lead with kindness, set clear boundaries, encourage and direct tasks
 - o Acknowledge and appreciate the work done by others
- Background Check/Fingerprinting and Required Training
 - o Both background checks and fingerprinting will be required.
 - o Participation in and completion of mandatory reporter/safeguarding training for the Episcopal Church are mandatory, designated contact for Livescan for CA DOJ.

SALARY & BENEFITS:

Compensation: \$24 per hour, plus withholding of taxes. Payday is 15th and 30th of the month.

Reviews: A probationary review will be conducted at 3 months of employment, with an annual review each year, two weeks prior to the employee's anniversary date.

Benefits:



Vacation: (10 days) of paid vacation time, accrued from date of Employment at 10hrs/mo. May take vacation after 6 months of employment in position.

Holidays: holidays, not to be charged as vacation if they fall within employee's approved vacation period.

- New Year's Day (Jan 1 – 1 day)
- Martin Luther King Day (1 day)
- Post-Easter Holidays (2 days)
- Memorial Day (1 day)
- Independence Day (July 4 – 1 day)
- Labor Day (1 day)
- Thanksgiving Holiday (2 days)
- Post-Christmas Holiday (2 days)

Other Authorized Leave:

See Policy and Procedure Manual for Jury Duty, Bereavement Leave, Voting allowances, as well as details on Medical Leave without Pay, Family and Parental Leave, and Military Service Leave.

Staff Development: From time to time, there will be opportunities for staff development at both the parish level, and at the diocesan level.