



Christ Episcopal Church

11 Park Street, P.O. Box 574

Guilford, CT 06437-0574

(203) 453-2279 (203) 453-5576 Fax

e-mail: jrwarden@christchurchguilford.org

Job Title: Parish Administrator

Summary: **Christ Episcopal Church of Guilford** is a parish of *The Episcopal Church in Connecticut (ECCT)*, a non-profit religious organization. We are a fellowship in the love of Christ devoted to the worship of Almighty God, and caring for one another and the larger Guilford community. Our staff includes a full-time pastor (called the Rector), and currently 3 part-time staff members including this position. We work from our location on the Green in Guilford pictured above.

Classification: FLSA Status – Non-Exempt

Job Description: Our Parish Administrator supports the worship and witness of our parish by working with parishioners and staff members.

Duties and Responsibilities include the following: (Other duties may be assigned.)

- Serving as a gracious first-contact – in-person, on the phone and via email – for parishioners and the public;
- preparing worship bulletins, reports, and parish-wide mailings;
- coordinating space-use with parish and community groups;
- keeping the parish calendar and other parish records;
- ordering office, worship and maintenance supplies;
- distributing the parish's electronic and paper mail, including matching incoming bills with invoices;
- screening the phone calls to, and requests of, the Rector;
- and serving supportively with both volunteers and paid staff members.

Supervisory Responsibility: The Parish Administrator works collegially with the Sexton (custodian) to maintain the routine cleanliness and functioning of the parish buildings, and with the Sexton and the Music Director to accommodate parish and outside groups use of our buildings.

Work Environment: The Parish Office is located on the ground floor of the Rectory. Parish groups meet in the living and dining room.

Physical Demands: The administrator needs to be able to lift a case of paper, stoop to reach the post office box, use a two-step ladder, and manage steps within the parish's buildings. Most spaces do not have access by ramps or lifts.

Position Type and Expected Hours of Work

This is a part-time position of 16 hours per week. Attendance at a monthly staff meeting is included.

Travel: The administrator routinely picks up the mail from the Guilford Post Office, and on occasion may pick up supplies from local shoreline providers.

Qualifications:

- relevant experience for managing the office of an Episcopal parish,
- pleasant telephone manner,
- expertise with email, word-processing (MS Word) and excel.
- respect for, and willingness to support, the worship and witness of a parish of the Episcopal Church.