



CHURCH ADMINISTRATOR

Position Summary: The Church Administrator (hereafter, “Administrator”) assists the Rector in achieving the vision of Holy Trinity Anglican Church to be an intergenerational church family which forms disciples of Jesus, lives generously, and reaches our neighborhoods with the transforming love of Jesus Christ.

Foundations: The Administrator will be a committed disciple of Jesus Christ and regular attender and member of Holy Trinity Anglican Church. She/He will complete the Newcomers Orientation Course and commit to orient her/his life around the membership covenant. All staff of Holy Trinity are understood to primarily be ministers of the Gospel of Jesus rather than program managers or administrators. The Administrator's primary responsibility is then to use the gifts of administration to achieve the vision and mission that God has given Holy Trinity Anglican Church.

Administrator Duties

Worship Services, Office Management, Church Calendar, Communications, Finance and Business.

See the attached Duties Addendum for specific duties. The Administrator will perform other duties as required by the Rector, determined in consultation with the Administrator.

Schedule

The Administrator position is three-quarter-time, which we quantify as 30 hours per week. This time is to include collaborative meetings with other staff, a monthly meeting with the Rector, and any planning time necessary for the planning, preparation, and execution of the tasks of the position outlined.

Supervision

The Administrator will be supervised and disciplined by the Rector.

CHURCH ADMINISTRATOR - DUTIES ADDENDUM

Primary duties include but are not limited to:

- Get to know parishioners and communicate needs to the Rector.
- Staff the office during normal office hours. Answer telephones, take messages, receive visitors and direct inquiries for prompt response.
- Sort and distribute incoming mail and respond to email as appropriate.
- Process and distribute outgoing correspondence.
- Maintain master calendar of events, services and meetings.
- Prepare and copy bulletins and handouts for services, classes, special events and meetings.

- Maintain church files in a logical and accessible manner. Purge and archive files according to official Records Retention guidelines.
- Provide assistance to the Rector and schedule appointments.
- Monitor inventory of supplies and order office, restroom and kitchen supplies as needed.
- Be familiar with all software programs and update as needed. Ensure hardware is properly maintained and serviced. Do periodic cleanups and backups of computer files.
- Assist the Rector in updating the website, Facebook page, and *Holy Trinity Happenings* e-newsletter.
- Communicate facilities maintenance concerns to the landlord(s), Rector, Wardens, and schedule work if directed.
- Dispense, chart and manage church and office keys.
- Coordinate flower orders with the Altar Guild as needed.
- Distribute annual stewardship materials and mailings. Assist the Financial Secretary in mailing pledge acknowledgments.
- Distribute other seasonal mailings as needed.
- Prepare monthly Vestry Agenda template for the Vestry executives. Email final versions of Vestry agenda, minutes, Treasurer's Reports and other reports to all Vestry members in advance of their monthly meeting.
- Prepare for and implement the Annual Parish Meeting. Request reports from Clergy, staff, committees. Prepare, copy and distribute agenda and Annual Reports. Take attendance and record minutes at the Annual Parish Meeting.
- Maintain petty cash fund for office use. Coordinate banking matters.
- Assist the Treasurer in preparing and administering the church budget. Prepare check requests and bills for payment. Recommend purchase of equipment and supplies. Prepare budget recommendations for the following year.
- Serve as a signer on checking accounts. Sign and mail outgoing checks.
- Count offerings that come through the mail, and special offerings that need follow-up. Add them to the weekly service Count Sheet. Work with the Financial Secretary to assure accurate recording of contributions.
- Record Memorial Funds, Wish List funds, and other special donations and issue acknowledgements.
- Maintain membership database, directory, parish registers and other church records. Publish periodic member directory.
- Provide assistance to, and obtain information from, those seeking sacramental ceremonies of the church. Coordinate details with the Rector and Altar Guild.
- Prepare and electronically submit annual Parochial Report to the ACNA.
- Communicate pastoral needs and prayer requests to the Rector and/or Prayer Team.
- Coordinate with the church liaison for *Loaves and Fishes* food bank donations.
- Recruit volunteers for assistance with office tasks as needed.
- Prepare forms: State, Insurance, Diocese, County, Investments, Bank, etc. and give to appropriate person(s) to sign.
- Respond to special requests from the Rector and Vestry.