



St Philip Episcopal Church
166 Woodland Avenue
Columbus, Ohio 43203

JOB DESCRIPTION: Parish Administrator

Position Summary

The St. Philip's Parish Administrator serves part-time and works under the direction of the Rector OR Senior Warden. The Parish Administrator supports the church's administrative needs and is responsible for the work assigned to volunteers who serve the church during office hours. The Parish Administrator is present in the church to cover stated church office hours unless coverage time is otherwise negotiated with the Rector. The Parish Administrator serves as the Rector's assistant and also works collaboratively with the Junior and Senior Wardens and the Vestry. The Senior Warden will act on the Rector's behalf during his/her absence.

The Parish Administrator is governed by the duties and responsibilities stated below:

Essential Duties and Responsibilities

- Provides a welcoming and helpful presence in the office.
- Performs clerical/administrative duties such as answering phones and directing phone calls, managing entry into the church, greeting visitors, opening and distributing correspondence, planning needed meetings, filing and ordering office supplies.
- Coordinates with vendors as delegated by the Rector and/or Wardens.
- Oversees the work of volunteers who serve the church during church hours
- Inspects for and manages messages through the church email inbox.
- Maintains a master church member email and address list.
- Forwards email messages of interest to the congregation via Church Suites.
- Understands the various warning messages generated by the church's door alarm system and reports needed actions to the Junior Warden.
- Posts baptisms, marriages, confirmations, and deaths in the official church vital statistics registry.
- Maintains sensitive documents as well as confidential information.
- Supports the creation of worship service bulletins initiated by the Rector.
- Prints the bulletins and reads them for distribution prior to the worship service. Additionally, emails worship bulletins to congregation members and others who follow the service via Zoom, Facebook, or You Tube.
- Manages the "Sick and Shut-in" list.
- Prepare flower donation information, coordinate lectionary and ministry schedules, and sends out reminders as needed.
- Establishes relationships and communicates with the members of the Diocese as needed.



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- The Parish Administrator is required to file various documents for auditing purposes.
- The Parish Administrator is expected to have knowledge of the church robocall system and will use the system to advise the congregation accordingly.
- The Parish Administrator performs duties requested by the Rector as his/her assistant, handles his/her incoming calls and speaks as his/her representative as directed.

Work Schedule and Self Care

Vacation time, holidays, and days off are expected to be observed to promote physical, mental, emotional, and spiritual health and well-being.

Knowledge and Skills Required

- Multi-tasking and time management are important skills for the position
- Strong reading, writing, and speaking communication skills
- High level of interpersonal skills
- High level of confidentiality
- Attention to detail in composing, typing, proofing materials, establishing priorities, and meeting deadlines
- Punctuality and strong attendance history is expected
- Knowledge of Zoom, Facebook, and You Tube
- Knowledge of the Microsoft Suite of products

PARTTIME POSITION

CONTACT INFORMATION:

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