



Parish Administrator (Part-time)

Episcopal Church of the Advent, Medfield, MA www.adventmedfield.org

Church of the Advent is a vibrant and growing faith community seeking a part-time Parish Administrator to manage the church office and oversee daily parish operations. This role plays a vital part in extending our welcome within our church and into the communities we serve.

The ideal candidate will possess:

- Strong communications skills
- Kindness and friendliness in interpersonal interactions
- Excellent organizational skills, attention to detail, and follow-through
- Experience dealing with personal and confidential information with discretion
- Skill and comfort with technology and computers; and an ability to learn new computer programs and databases as needed
- General bookkeeping experience – account maintenance, banking, and reporting
- Basic graphic design skills
- Familiarity with the Episcopal Church a plus

The Parish Administrator is expected to work collaboratively as part of the staff, be flexible in responding to the unplanned events that are a normal part of church life, and to field inquiries with kindness and patience. This role reports directly to the pastor and provides administrative support to pastor, staff, Vestry (church board), and ministry teams.

This is a **part-time** position with anticipated hours of 15-20 per week. This role will be based onsite in our church office with mutually agreed upon set hours, but there is some flexibility in scheduling.

Responsibilities include:

Membership/Database Management

- Oversee membership information
- Maintain parish record of services, sacraments and prayer lists
- Provide a warm welcome and information as needed to parishioners and prospective parishioners alike.

Facilities Administration

- Manage rental requests and contracts (Parish Hall, etc.)
- Understand layout of available spaces and possible uses for those spaces (Sunday School, meetings, etc.)
- Work with Property Committee and cleaners to make sure that facilities needs are addressed in a timely manner

Administrative Support

- Provide administrative support to clergy and staff members
- Provide support to church committees on fundraisers, special events, etc.
- Sunday service scheduling and attendance recording
- Handle general correspondence and inquiries through phone and email
- Manage office and order supplies as needed
- Other duties as assigned

Bookkeeping Support

- A/P, A/R
- Payroll via Paychex
- Banking, budgeting and reporting
- Support year-end close
- Maintenance of vendor contracts and renewals
- Recording of annual pledges and production of giving statements

Church of the Advent does not discriminate on grounds of age, race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

Job Qualifications

- Bachelor's degree or equivalent and 2-3 years administrative experience.
- Demonstrated tech skills
- Excellent written and oral communication skills
- Flexibility and ability to multitask
- Ability to maintain confidentiality
- Experience with QuickBooks or Realm
- Preferred: Basic graphic design skills and knowledge of Adobe suite

Compensation range from \$25-30/hour based on experience.

Please send cover letter and resume to the attention of the Rev. Lynn Campbell at revlynn.adventmedfield@gmail.com.