

## Parish Administrator

The Episcopal Parish of St. John the Evangelist  
172 Main Street, Hingham, MA 02043

the  
EPISCOPAL PARISH  
of  
ST. JOHN  
the EVANGELIST

## Role

**The Episcopal Parish of St. John the Evangelist, Hingham, seeks to recruit a Parish Administrator, to begin on or soon after September 2, 2025.**

As The Episcopal Parish of St. John the Evangelist (SJE) continues its growth, development, and impact, the Parish seeks a skilled, organized, and collaborative Parish Administrator to join its administrative team, which consists of the Rector, Curate, Organist-Director of Music, Director of Sunday School and Youth Ministry, and Accountant.

The Parish Administrator oversees the administration of the Parish in conjunction with the Rector and Wardens and serves as the chief communications officer for the Parish.

The Administrator will have an opportunity to work closely and collaboratively with each member of SJE's staff and will serve a vital role in the church's ministry leadership. The Administrator will report to the Rector.

The Administrator will play a key part in building connective tissue across the various ministries of SJE, from worship and spiritual formation to fundraising and community outreach. Duties include but are not limited to:

1. Overseeing the administration of the Parish in conjunction with the Rector and Wardens.
2. Managing operations for the Parish Office, including responding to general inquiries, troubleshooting IT, sending weekly newsletters, and producing Sunday bulletins.
3. Serving as a liaison between the Parish and the Episcopal Diocese of Massachusetts.
4. Processing payroll and employee benefits for all parish staff, including contractors, in collaboration with the Parish Accountant, Treasurer, Church Pensions Group, and The Episcopal Diocese of Massachusetts. The Administrator will also have primary responsibilities for onboarding any new staff who join the SJE team.
5. Working with the Accountant and Treasurer to ensure financial transparency and efficiency across all financial processes.
6. Supporting the Rector and Stewardship Committee with key fundraising activities, including the church's annual appeal, events, and donor relations.
7. Managing parish records via *Breeze*, an online directory and administration software system built for churches, which the Parish Administrator will use to track parishioner details, contacts, and attendance, as well as to send essential notifications as needed.
8. Supporting the many outreach initiatives of the parish, including Free Period, the Appalachian Service Project, and B-Safe. The ideal candidate will work with outreach volunteers and the Curate to develop new partnerships in the community.

## **The Episcopal Parish of St. John the Evangelist**

The Episcopal Parish of St. John the Evangelist is a vibrant spiritual community located approximately 20 miles south of Boston in the seaside town of Hingham, Massachusetts. Founded in 1879, we are well-established and ever evolving. Our congregation spans many generations and viewpoints, with an overall parish membership of over 1,000, and regular Sunday attendance of 230. Worship anchors our life together. Rooted in the Book of Common Prayer, our principal Sunday worship consists of a Rite I Spoken Eucharist at 8 am, Rite II Choral Eucharist at 10 am, and 5 pm Evening Worship with a more contemporary style. Our acclaimed music program, with both an adult choir and junior choristers, enriches spiritual reflection and connection. We live-stream our 10 am service weekly, drawing worshippers wherever they are. Our well-attended weekly Coffee Hours and community gatherings, annual fall Homecoming Picnic, Shrove Tuesday Pancake Supper, and SummerFest Barbecue all attest that our parishioners enjoy one another's fellowship. We value Christian formation for all ages, with a robust Sunday School and Middle and High School Youth programs, and Adult Education Forums throughout the year. We are also deeply committed to community outreach and social justice, having an established Appalachia Service Project, Laundry Love support network, and Free Period, a \$500,000 state-wide initiative addressing period poverty. As of summer 2025, we are beginning to develop a three-year strategic plan for new worship, outreach, and education initiatives, including plans for re-vitalized multi-purpose community and educational spaces.

### **Parish Mission Statement**

At St. John's, we seek to share the Good News of the Gospel through engaging worship, faithful service, and life-long Christian formation while joyfully living out our faith in this community and the world.

### **Required Skills, Qualifications & Interests**

Bachelor's degree or above.

Project management and organizational skills.

Commitment to working with and advocating for communities of diverse socio-economic backgrounds.

Understanding of norms and practices within not-for-profit sectors. Episcopal Church experience/knowledge is beneficial but not necessary.

Proficient IT skills (e.g. Microsoft 365 and Google Suites), ability to work with payroll systems (e.g. Paychex), and competence in social media and communications.

Excellent oral and written communication skills.

## **Compensation and Benefits**

1. The Parish is offering this position as part-time with a compensation range of \$25-30 per hour, commensurate with experience. The exact package can be tailored to the ideal candidate. The Parish Office currently operates Tuesday-Friday, 10am-3pm.
2. The Parish Administrator will be granted vacation, with full salary, of four weeks (including Sundays) annually. The Parish Administrator is responsible for obtaining cover for vacation periods.
3. The Parish Administrator is eligible for 6 days of paid sick leave annually.

## **Application Process**

To apply for the position, please email the following materials to The Rev. Edward Thornley, Rector at [ethornley@stjohns-hingham.org](mailto:ethornley@stjohns-hingham.org):

1. Letter of interest in the position.
2. Full CV or Resume.
3. Contact details for three professional references.

Interested applicants may also contact the Rector for an informal conversation about the position.

**Applications will be accepted on a rolling basis until the position is filled. The ideal candidate is hoped to begin on, or as soon as possible after September 2, 2025.**