

Position Description for Parish Administrator

St. Paul's Episcopal Church, Brookline, MA

Hours: 25 hours per week

Start Date: May 1, 2026

Position Summary:

St. Paul's Episcopal Church is a warm and welcoming community, dedicated to loving God and loving our neighbors, near and far. We seek a highly organized, proactive, and detail-oriented person who has a desire to serve the Church to join us as the Parish Administrator. The Administrator works closely with the Rector to manage the day-to-day operations of the parish, including areas of office administration, facility management, and information management. This key role ensures the smooth operation of the church's administrative functions, supports the clergy, staff, and parishioners, and facilitates the use of church buildings and grounds, and supports the growth of the church's pastoral care ministry.

Key Responsibilities:

Administrative Operations:

- Serve as a welcoming and professional presence for all who contact or visit the church
- Oversee day-to-day administrative operations, ensuring efficient workflows and timely completion of tasks
- Maintain a functional system of communication with the parish and respond to requests for information and resources via email, telephone, and in-person visits
- Manage and maintain the church calendar, coordinating events, meetings, and building usage
- Produce all worship bulletins and weekly newsletters, and distribute newsletters and all parish communications
- Support ministry leaders with promotional materials and outreach.
- Ensure that all communication reflects the mission, values, and welcoming spirit of St. Paul's.
- Provide administrative support to the vestry and other committees as requested
- Ensure office equipment, supplies, and systems are functional and well-maintained, including the organization of files on the office computer and cloud storage
- Ensure that outdoor signage is updated regularly to reflect current events and activities
- Support ministry leaders with promotional materials and outreach.

- Collaborate with the Treasurer and Finance Committee to process invoices, contributions, and budget-related tasks.

Database Management (Realm):

- Serve as the primary administrator for Realm, the church's contact database system, and other apps
- Maintain parish records, including membership, diocesan, physical plant, and other operational data, keeping them up-to-date and accurate.
- Train staff and parishioners as needed on the use of Realm for communication, event management, and reporting, in collaboration with the parish leadership
- Generate reports and updates to support church ministries and decision-making.

Facilities and Space Use:

- Coordinate the scheduling and use of church spaces for special services (weddings, funerals, special celebrations, etc.), parish events, meetings, and community partners.
- Act as the liaison for external groups using the facilities, ensuring compliance with church policies and contracts.
- Oversee annual contracting and scheduling of music concert groups (January – March)
- Work closely with the Buildings & Grounds Committee to address maintenance issues and uphold the safety and cleanliness of the premises.
- Assist in planning and coordinating special events and programs.
- Perform other duties when needed in consultation with the Rector to support the life and mission of the church.

Qualifications:

- Strong organizational and time-management skills, with the ability to solve problems and prioritize multiple tasks effectively.
- Excellent communication and interpersonal skills, reflecting a welcoming and collaborative spirit.
- Independent and competent use / management of office computer systems, with Microsoft Office Suite, Google Workspace, and basic graphic design tools (e.g., Canva or similar).
- Proficiency with database management systems (experience with Realm is highly desirable).
- Experience in event coordination or facilities management is a plus.
- Understanding of and respect for the mission and values of The Episcopal Church.

Position Details:

- Reports to: Rector
- Hours: Part-time, 25 hours per week (hours may fluctuate on weeks with major church services and events, especially for Christmas, Holy Week, and Easter)
- Overtime pay provided in accordance with the Employee Handbook.
- Compensation: \$29 per hour
- Retirement benefits through Church Pension Group (401K, 5% base, up to 4% match)
- Pro-rated Health Insurance Premium reimbursement at 20 hour rate
- Start Date: May 1, 2026

How to Apply:

Interested candidates should send:

1. Cover Letter
2. Resume
3. Three References

to **rector@stpaulsbrookline.org** with “Parish Administrator Application” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

St. Paul's Episcopal Church is an equal opportunity employer and welcomes candidates of all backgrounds to apply.