

Job Description – Parish Administrator Trinity in the Woods, Farmington Hills

February 2024

Job Title:	Parish Administrator	Level/Salary Range:	\$17-18/hour - 18 hours/wk
Location:	26880 La Muera Street Farmington Hills, MI 48334	Position Type:	Parish Administrator
Date posted:	February 21, 2024		
Posting Expires:	April 30, 2024		
Application Process			
<p>Please send cover letter, resume and two names of reference by April 30, 2024 to: Rev. Julia Huttar Bailey juliahuttar@gmail.com Subject Line: Parish Administrator</p>		<p>This position is being posted by Trinity in the Woods Episcopal Church in Farmington Hills, Michigan. This position begins on March 5 or sooner.</p>	
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<p>ROLE AND RESPONSIBILITIES</p> <p>The Parish Administrator will answer directly to the Rector who is responsible for staffing. Trinity in the Woods is a diverse and inclusive parish set in the woods in a residential area. www.trinityinthewoods.org</p> <p>Responsibilities</p> <p>Present and promote a positive image while supporting the mission and vision of the congregation. Be in the church's office 9am-3pm three days a week to act as receptionist for church visitors and support activities (days and hour distribution may be flexible)</p> <ol style="list-style-type: none"> a. Manage and regularly update the church website and Facebook page. b. Administer and troubleshoot church management software package (ACS or similar). c. Manage and update the church data-base (directories, births, baptisms, mailing lists, phone numbers, email addresses, etc.). d. Manage the office email and other communications (including event flyers, memorial gift acknowledgments, birthday and anniversary cards for members). e. Oversee and maintain office equipment (copy machine, phone system, fax, etc.). f. Produce weekly service bulletin, and other special bulletins as needed, including Holy Week, Ash Wednesday, Special Services, and Funerals. g. Produce weekly newsletter email. h. Coordinate use of the building and maintain church calendar <ol style="list-style-type: none"> 1. Maintain contracts and relationships with renters, groups, and contract maintenance providers. 2. Communicate with weekly cleaning crew as needed and communicate maintenance needs to volunteer and staff teams. i. Answer phones and manage correspondence as needed. j. Provide administrative office support to the pastor and appointed volunteer leaders. <ol style="list-style-type: none"> 1. Check e-mail messages and phone messages and respond or forward the messages to the intended recipient(s). 2. Order supplies for the office and building; monitor the budgeted line items. 3. Receive sort and distribute the mail. Process outgoing mail daily. 4. Coordinate mailings including printing labels, letters, and labels. 5. Prepare yearly Parochial Report for the Diocese. 6. Maintain Parish files: File/Maintain documents in accord with national church guidelines. k. Direct office volunteers to assist with special office duties or church projects. l. Any other duties as assigned by the Supervising Pastor. 			

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QUALIFICATIONS AND EDUCATION REQUIREMENTS

- a. Associate’s degree or equivalent preferred.
At least 5 years of experience in church or office settings a plus.
- b. Conversant in all software tools listed below and able to learn other software tools as needed.

OTHER REQUIREMENTS

- a. Work cooperatively with the Rector, staff, vestry, and Parish volunteers
- b. Contribute to a positive work environment
- c. Maintain confidentiality

PREFERRED SKILLS

This person must be a self-starter and a team player. They must possess the skills and knowledge to work with Microsoft Office Suite, especially Word, Access, Excel and Publisher. Web- based and server -based programs to manage documents is required. Working with volunteers, church members, other staff and outside visitors in a friendly, professional manner is expected. Experience with church membership software and scheduling software helpful. Excellent skills in graphic design using software for publications (i.e. InDesign or Adobe or similar). These include, but are not limited to: Sunday bulletins and inserts, mailings, posters or other advertising pieces (both print and electronic). Strong ability in writing and editing. The ability to problem solve and formulate recommendations, strong organizational skills, and excellent communication skills in all media-written, verbal, online and telephone are necessary to succeed in this position.

ADDITIONAL NOTES

There are no health benefits or life benefits provided as part of this employment arrangement.

Reviewed By:	Julia Huttar Bailey & Sharon Zuschlag	Date:	February 21, 2024
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