

## **St. Luke's Episcopal Church – Parish Administrator Position Description**

**Position Title:** Parish Administrator

**Reports To:** Rector

**Employment Status:** [Full-Time/Part-Time]

**Location:** [On-Site/In-Person]

**Salary & Benefits:** [Negotiable]

### **Position Summary:**

The Parish Administrator provides essential administrative, financial, and communication support to ensure the smooth operation of the parish. This role requires strong organizational skills, attention to detail, and the ability to manage multiple tasks efficiently. The Parish Administrator serves as a key point of contact for parishioners, staff, and vendors, maintaining financial records, preparing reports, and coordinating church communications.

### **Primary Responsibilities:**

#### **Financial Administration:**

- Prepare and process money for bank deposits including taking deposits to the bank and reconciling bank statements regularly.
- Pay bills on a regular basis as needed.
- Manage payroll, including payroll taxes, necessary quarterly and yearly reports, W2's, W3's, Alabama A3, annual pledge reports, and other legal requirements.
- Prepare weekly and monthly financial reports, including reports for vestry meetings, and publish as requested.
- Post financial contributions to parishioner accounts in ACS People and ACS Financial software, as well as managing annual pledge cards.
- File 941 reports and ensure timely payment of federal and Alabama state taxes.

#### **Office & Facilities Administration:**

- Order office, cleaning, and worship supplies as needed.
- Maintain and update historical church records, including the red attendance book and registers for baptisms, weddings, deaths, and new members.
- Assist visitors, parishioners, guests, vendors, and individuals seeking assistance.

- Support the Rector with various administrative tasks and church-related business.
- Manage and maintain the master church calendar.
- Attend and participate in staff meetings.
- Check mail, email, and voicemail daily; respond to inquiries and forward messages as necessary.

#### **Communications & Publications:**

- Send out newsletters (digital and hard copy), as well as other correspondence as needed, and coordinating as needed with office volunteers.
- Update and maintain the parish website weekly.
- Manage and update the Parish Facebook page with relevant content and event information, including extracting the Sunday sermon from the FB Live video.
- Create flyers for bulletin boards and distribute information about upcoming events.

#### **Annual & Periodic Reporting:**

- Complete and submit the Parochial Report annually.
- Coordinate and assist with the parish's annual financial audit.
- Coordinate annual DHR reporting for the school.

#### **Event & Worship Support:**

- Prepare and print weekly bulletins for Sunday, Healing services, special services, funerals, weddings, and other events.
- Coordinate with Office Ministries to support church events and administrative tasks, such as emailing Sunday readings to those assigned to read each week.
- Set up and clean up for School Chapel services.
- Coordinate supply musicians and priests as needed.

#### **Qualifications & Skills:**

- High school diploma required; additional coursework or training in office administration, accounting, or communications is a plus.
- Previous experience in office administration, bookkeeping, or church administration preferred.

- Proficiency with Microsoft Office (Word, Excel, Outlook) and familiarity with church management software (e.g., ACS People, ACS Financial) is desirable.
- Strong organizational and time management skills.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality and handle sensitive financial and personal information with discretion.
- Self-motivated and able to work independently while collaborating with clergy, staff, and volunteers.

**Work Environment:**

- This position requires in-person, regular office hours. However, those hours may be adjusted as needed with coordination.

**How to Apply:**

Please email your resume and cover letter to St. Luke's Episcopal Church, Attention: Reverend Jamie McElroy, at [Church@stlukesmobile.org](mailto:Church@stlukesmobile.org) to be considered for this position.