

Parish Administrator at St. Peter's Milford.

Position Summary: This role is to serve as a hub for communications, operations, and hospitality at St. Peter's Church.

The visible work of this role is communications via print and online materials. Weekly newsletters via constant contact, website and social media platforms, and our weekly service bulletins for worship. The less-visible elements of the role are administrative, logistical, and relational. Maintaining a membership database, updating church records, coordinating individuals and groups who use the campus. Welcoming visitors, directing inquiries to the appropriate members of St. Peter's community. Participating in weekly staff meetings.

The parish administrator reports directly to the Rector or Priest in Charge and collaborates with staff and volunteer leaders.

Hours: 15 Hours per week on site.

Days of the week: Tuesday through Thursday 9:00 am-2:00 pm.

Some work from home hours may be negotiable within this footprint.

Pay is 20.00 hour with some room to negotiate based on experience.

Requirements: Experience in word processing, database software, spreadsheets, electronic communications and social media, ability to lift 20 lbs and function in a shared office space.

Ability to work collaboratively, and independently.

Willingness to learn new systems, and kind professional engagement with our partners, leadership, members, and visitors alike.

Knowledge of Episcopal worship is helpful, and can be taught.

A sense of humor and comfort with people talking about God all the time are required.

Education: Successful completion of High School at a minimum.

Qualified applicants will be requested to participate in Safe Church training and undergo a background check.

Contact employment@stpetersmilford.org to express interest or ask questions.

We can also be reached by phone. (203) 874-8562

Social Media: Facebook.com/stpetersmilfordCT Instagram @stpetersmilford

Web: www.stpetersmilford.org

Address: 71 River Street

Milford, CT 06460

A more detailed description of the Parish Admin Position at St. Peter's Milford.

General Office Duties:

Receptionist to the Office, opening and distributing mail; answering the phone, maintaining a presence in the church office for regular appointments and occasional walk-in visitors. Maintain correspondence and other office files, petty cash, postage needs and ordering of office supplies. Adjust outgoing voicemail messages as appropriate. Answer and/or redirect emails as appropriate.

Administrative Duties:

Assist the Rector of the Parish with the management and operation of the Parish Office. Exercise warmth and pastoral sensitivity in engaging with all who call and visit. Attend weekly staff meetings and/or weekly meetings with the rector.

Record Keeping and Communications

Parish Membership Records, Ministry Groups Coordination and Newcomer Welcome.

Maintain records of Parish Membership through the use of a computer software program. Records include family and personal profiles of names, addresses, phone, level of membership, various dates and activity involvement.

Maintain parish registry of Baptisms, Confirmations, Deaths, Transfers, and Weddings and prepare certificates or transfer forms, if applicable.

Send information sheets for membership, baptism, either in hard copies, or by email.

Record Sunday attendance numbers into existing Excel document as reported by the ushers at each service.

Maintain registry of those who have fulfilled *Safe Church* training guidelines.

Prepare and maintain list and contact information of staff and vestry members annually.

Ensure that monthly schedules (as prepared by committee heads) for all worship participants are printed and posted.

Coordination of operations on Campus.

Coordinate arrangements for special services (baptisms, weddings and funerals). May contact family, church musician, church sexton and altar guild or others as needed.

Maintain building Calendar and coordinate the use of parish facilities among the parish and our shared space partners. (Recovery ministries, nursery school, Scouts, etc.) This will require occasional communication for events such as funerals, building issues or closures due to weather, etc.)

Assist in the ordering of supplies for our programs, office, and facility when appropriate.

Track distribution of keys to building.

Internal and External Communications

Regular Weekly Tasks.

Prepare Weekly Bulletins and other inserts to the bulletin for all church services, including special services (weddings and funerals). Basic Proficiency in Microsoft Word is required, (familiarity with Episcopal Church worship is a bonus.)

Prepare the weekly Parish Newsletter (in Constant Contact). Have ready for Rector's addition by Thursday morning.

Check and respond to email, voicemail, and connect messages with their intended recipients. (Rector, treasurer, children or youth ministers, etc.)

Annual and Occasional tasks.

Prepare the Parish Annual Report for the Parish for distribution or mailing: Contact committee heads for their reports, establishes deadlines for submissions, format and publish for the Annual Meeting in January.

Maintain other forms of communication with the Parish via e-mail or bulletin boards.

Send or supervise acknowledgement letters to donors for memorial gifts, monetary gifts (other than pledges), or gifts of tangible items, and record on computer document.

Assist staff and authorized committees with occasional printing mailing. (Such as the annual stewardship campaign.)