



CHURCH OF THE GOOD SHEPHERD

155 Wyllys Street ◇ Hartford, Connecticut 06106-9157 ◇ (860) 525-4289

"I have come that they may have life—and have it more abundantly." – John 10:10

Parish Administrator job description – July 2021

The Church of the Good Shepherd is a small, multi-cultural, urban congregation housed in two remarkable historic buildings built by Elizabeth Colt. Worship comprises several weekly services in either English or Spanish. The church provides a range of services to families and individuals in the surrounding neighborhood, and its buildings are home to two other churches while providing meeting and event space for several other organizations.

We seek a Parish Administrator whose primary role will be to relieve the Rector of day-to-day responsibility for management of temporal aspects of the church. He or she will coordinate with engaged church members and members of our wider community to care for and make optimal use of church resources.

In this position, the Parish Administrator will have general responsibility for all operations of the church, including:

Communications

- Schedule and manage all use of church facilities for church purposes and for use by outside groups
- See that the church operates in accordance with Safe Church guidelines and other guidelines adopted by the diocese.
- Preparing or overseeing the preparation of bulletins for both English and Spanish services including occasional special events such as funerals.
- Maintaining all church records including those required by the diocese, making sure that all deadlines are met.
- Providing clerical support for the vestry.
- Organizing and maintaining all parish files, paper and electronic.

Office Management

- Overseeing the work of the bookkeeper, in cooperation with the Treasurer
- Managing the maintenance and operation of all computers and other office equipment
- Scheduling and overseeing the work of contractors and volunteers
- Overseeing and recording the submission of all invoices to the bookkeeper for payment
- Processing the semi-monthly payroll
- Preparing bank deposits and reconciling bank statements
- Ensuring the maintenance of an adequate stock of office and other supplies.

Facilities Management

- Overseeing the operation and maintenance of the buildings and grounds and all related systems, in cooperation with the Building and Grounds Committee
- Overseeing and managing the work of the sexton and custodian
- Maintaining a comprehensive church calendar including regular and special events, use of facilities, scheduling of lay people, altar flower dedications, etc.

A key element of the Parish Administrator's work will be to serve as the initial point of contact for individuals who come to the church for assistance. The Parish Administrator will greet them warmly, help them find what they need and arrange for them to speak with clergy if that is their wish.

The ideal candidate will:

- Be able to work independently but coordinate smoothly with other staff, volunteers, and the community
- Be an active member of another church
- Have earned a bachelor's degree or higher
- Be fluent and literate in both English and Spanish and able to prepare good quality translations
- Be a problem solver
- Be comfortable responding to a wide range of individuals
- Have intermediate to advanced skills with general computer operations and common software applications including Word, Excel, Publisher and Adobe Acrobat
- Be prepared to become familiar with all aspects of our Power Church database
- Have great organizational skills
- Have great customer service skills
- Have demonstrated ability to work under pressure in a sometimes chaotic or hectic environment

This is a part-time job averaging about 4 hours per day, 5 days per week for a total of 19 hours per week. Specific hours may change to accommodate the administrator's needs and the needs of others. The Parish Administrator will work independently under the general supervision of the clergy. The wage range is \$18-22/hour, depending on skills and experience. We reserve the right to split this position between two people in the event that one person is not able to fulfill all requirements of the position.

Interested people may apply via Indeed.com.

<https://www.indeed.com/job/part-time-church-administrator-2dd8f5eebf98cef7>