

**Emmanuel Episcopal Church**  
**Winchester, KY**

**Position:** Parish Administrator

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## **Overview**

The Parish Administrator maintains a warm, welcoming, and organized atmosphere for parishioners and visitors. Reporting to the Rector, this role is responsible for day-to-day coordination and implementation of administrative and operational functions at Emmanuel Episcopal Church. The Administrator oversees all office operations and assists in managing the buildings and grounds—parish hall, church, and columbarium—including security, cleaning staff supervision, facility management, event coordination, communications, and general administrative support.

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## **Primary Responsibilities**

- Ensure smooth, efficient operations and effective management of the parish office, focusing on non-ministerial and non-financial functions.
  - Respond to telephone and in-person inquiries with courtesy, professionalism, and tact.
  - Complete and organize annual, monthly, weekly, and daily tasks responsibly and on time.
  - Work closely with the Rector, Wardens, Vestry, Treasurer, volunteers, and ministry leaders to support parish initiatives.
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## **Hours**

- Part-time: ~15 hours per week
  - Some weekend and evening work may be required
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## **Compensation & Benefits**

- Compensation: **\$16.00/hour**

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## Qualifications

- Experience in general finance and basic accounting practices
  - Proficiency with office software, including Microsoft Word, Excel, and Publisher
  - Prior experience as a parish or church administrator (preferred)
  - Familiarity with Episcopal worship and liturgy is a plus
  - Excellent interpersonal, written, and verbal communication skills
  - Strong integrity, honesty, and discretion
  - Ability to meet deadlines, work collaboratively, and manage diverse personalities
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## Essential Duties & Responsibilities

### 1. Annual Tasks

- Prepare materials for the Annual Parish Meeting
- Compile and submit the Annual Parochial Report
- Maintain the parish directory
- Assist with the annual budget process
- Support the stewardship campaign
- Help plan the annual program calendar
- Enter annual budget into CDM
- Enter next year's individual contributions into CDM
- Generate and mail contribution statements
- Administer background checks and ensure safety training is completed

### 2. Monthly Tasks

- Provide administrative support for monthly Vestry meetings
- Reconcile the discretionary fund

### 3. Weekly Tasks

- Prepare and post the parish calendar
- Produce weekly and special-service worship bulletins
- Send email reminders to ministry participants
- Update the parish website
- Enter ACH transactions
- Process payroll (enter and print)
- Review invoices and issue payments

### 4. Daily Tasks

- Answer phones, monitor voicemail, and relay messages
- Sort and distribute mail
- Observe building activity and address operational issues
- Maintain the master building-use calendar

## **5. Additional Responsibilities**

### **Parish Database Management**

- Update parish records and generate regular reports

### **Building & Grounds Management**

- Maintain building-use policies
- Schedule rooms and manage usage
- Oversee kitchen procedures and supplies
- Maintain columbarium records
- Manage building security systems and key control
- Coordinate with outside groups and maintain access paperwork
- Monitor space-use agreements and fees

### **Communications**

- Draft the Annual Parochial Report and other key reports
- Support ministry mailings and promotions
- Oversee parish website and computer network
- Process new member information and prepare welcome correspondence
- Create and distribute weekly newsletter
- Manage bulletin boards, advertisements, and promotional materials

### **Office & Equipment Oversight**

- Order office supplies and manage budget
- Ensure maintenance and servicing of equipment
- Coordinate with the Junior Warden and maintenance teams
- Maintain inventory of supplies for building operations
- Escort service, repair, or delivery personnel when on site

### **Event Coordination**

- Assist in planning or coordinate major parish events and special projects
- Maintain and manage rental agreement

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## **Closing Statement**

This job description outlines the typical duties associated with the Parish Administrator role at Emmanuel Episcopal Church. Additional responsibilities of similar complexity and importance may be assigned by the Priest as needed.