



Job Description: Parish Administrator

Under the supervision of the Rector, the Parish Administrator will provide general office support to the staff, parishioners, and committees in order to promote the ministries and mission of Church of the Holy Cross, Dunn Loring. This work will include, but is not limited to: communications, office management, administrative support for liturgy, data and records management, and volunteer engagement. We seek a friendly, self-motivated, creative teammate to grow ministry and discipleship at our parish. A spirit of collaboration with staff and empowerment of lay ministry will be hallmarks of the Parish Administrator's presence at Holy Cross.

Time Commitment: approximately 25 hrs/week

Compensation: \$32,500/year plus retirement

Status: Fixed salaried, flexible hours position

Essential Duties

Communications

- Produce and distribute weekly e-news.
- Management of Parish Website.
- Video editing of sermons.
- Basic design work as needed.
- Coordinate with Social Media volunteer.
- Ensure that exterior signage is updated regularly to reflect current events and activities.
- Use of software platforms like Google Workspace, Wordpress, MailChimp, Canva, and Realm to communicate with the parish.

Administrative Support

- Provide a welcoming and helpful presence for parish office hours (schedule set in consultation with the Rector).
- Respond to requests for information and resources via email, telephone, and in-person visits.
- Manage Parish Database.
- Manage Google Workspace.
- Maintain and manage parish calendar including external user coordination and door scheduling system.
- Manage office operations, including the upkeep of office equipment and technology and ordering supplies.
- Sort incoming mail.
- Prepare seasonal mailings and other outgoing mail including giver thank you letters.
- Assist in coordination of special events including event registration.
- Assist facilities vendors with building access as needed.
- Serve as primary staff point of contact with Holly Brook Montessori School.
- Act as point of contact for cleaning staff.

Liturgical Support

- Prepare worship bulletins and related materials for Sunday services and special services as required.
- Provide assistance with tracking the liturgical calendar and planning for church events, as needed.
- Manage and track parish prayer list for Prayers of the People.

Volunteer Support

- Assist in recruiting, coordinating, and scheduling volunteers as needed, under direction of the Rector or committee leadership.
- Organize workflow and maintain a tidy and usable office environment so as to enable effective use of volunteers.

Other duties as assigned by the Rector.

The Episcopal Church of the Holy Cross is an inclusive, supportive, spiritual community that celebrates the diversity and dignity of all God's people. We strive to offer inspiring worship, serious engagement with questions of faith, and commitment to serving our neighbors and the world. We encourage all to participate in God's purpose and plan for God's church.

To apply, please send a cover letter and resume to the Rev. Kelly Moughty at kelly.moughty@holycrossepiscopal.org.