**JOB DESCRIPTION**

**PARISH ADMINISTRATOR**

**ST. MARK’S EPISCOPAL CHURCH**

**Effective Sept. 1, 2021**

The position of Parish Administrator of St. Mark’s Episcopal Church is a part-time position of 8 hours per week. Since interaction with the public both in person and over the phone is a large part of the position, it is imperative that the person be friendly, personable, caring, and sensitive to issues that require confidentiality. This is an in-person position.

The administrator will accrue 1 hour of paid sick time for every 30 hours worked, which may be used for all purposes allowed under the Massachusetts Earned Sick Time law. In addition, the administrator is entitled to 16 hours per calendar year of vacation time. Vacation time may be carried over for one year, but the parish administrator may not accrue more than 32 hours of paid vacation time. Vacation time will be pro-rated in the event the administrator leaves the position before the end of the calendar year. Office hours will be established in September and January each year in consultation with the rector and the Junior Warden.

Responsibilities include, but are not limited to, the following:

**General**

* Answering the phone and directing all calls to the appropriate person, greeting visitors, checking voicemail messages, collecting and distributing mail, and checking and responding to church email.
* Record checks received by mail in the ChMS intake system.
* Coordinating the building rental program, including meeting with renters, overseeing contracts, maintaining the building use calendar and coordinating with the cleaning service.
* Printing of all service leaflets, including those for special services (Holy Week, funerals, etc.) in cooperation with the Rector.
* Ordering office, maintenance, and worship supplies as requested by volunteer team leaders.
* Preparing and mailing baptismal, confirmation, marriage, and death certificates based on church records.
* Ensuring that all files are kept neat, readable, and up to date.

**Building Maintenance & Rental Program**

* Maintain a maintenance schedule for the building, including maintenance covered by a maintenance contract (elevator, heating, fire alarm, etc.) Maintain up-to-date files of all maintenance contracts.
* Coordinate with volunteer Property Team members to ensure maintenance is performed in a timely manner. This may include scheduling contractors with approval of the Junior Warden and requesting assistance from volunteers to complete minor repair work or to meet contractors.
* Assist Property Team Leader in obtaining estimates for building improvements.
* Alert Property Team Leader to building problems and assist in resolving them.
* Coordinate with cleaning service to ensure adequate cleaning, particularly after events and renters. Approve additional cleaning requests and submit to the treasurer.
* Work with Property Team Leader to establish rates for program year each June. Review rental policies each year and recommend changes as needed.
* Meet with potential renters, explain building policies, verify contracts have been correctly signed and filled out, track payments, and maintain records of keys distributed and returned.
* Working with the Property Team Leader, resolve problems involving renters, including contract violations and property damage.