

**Trinity Episcopal Church  
300 Main Street  
Wethersfield, CT 06109  
860-529-6825**

**Job Title: Parish Administrator**

**Reports to: Priest in Charge and Wardens**

**Date: Dec 1, 2023**

**I. Position Summary**

Responsible for managing parish office under the direction of the Priest in Charge (PIC) and/or the Wardens. Responsible for managing financial business under the direction of the Parish Treasurer.

**II. Qualifications**

- Minimum of high school diploma and at least two (2) years of relevant experience.
- Excellent organizational and communication skills.
- Ability to work independently.
- Experience in office management.
- Experience in financial management.
- Working knowledge of PC based accounting systems, word processing and desktop publishing software, PowerChurch (experience desired, training provided).
- Ability to maintain confidentiality concerning all work-related information and persons.

**III. Office Management Responsibilities**

- Manage daily office operations.
- Collaborate with office volunteers.
- Coordinate parish reports including, but not limited to, the Parish Annual Report, Parochial Reports, and the Annual Parish Survey for the ECCT.
- Manage facility rentals in collaboration with the property chair.
- Maintain, file, and annually update records.
- Coordinate bulletins and inserts for worship services with Worship Team
- Assist in all aspects of parish communications.
- Maintain membership records (transfers, births, deaths, marriages, address changes, etc.) including data entry into PowerChurch, preparing certificates, and recording information.

**IV. Financial Management Responsibilities**

- Enter weekly contributions into PowerChurch to include special donations and revenue. Make weekly bank deposit.
- Prepare invoices and requests for checks for payment. Produce the checks, get them signed and sent out.
- Produce and post journal entries as appropriate.
- Produce and distribute monthly financial reports.

- Produce and distribute parishioners' quarterly and annual contribution statements as well as 1099s for vendors.

#### **V. Organizational Relationships**

- PIC and Wardens – The Parish Administrator is accountable to the PIC and/or Wardens for routine directions and interpretation of responsibilities as required in fulfilling the functions of the position.
- Parish Contacts – Works in cooperation with Priest in Charge, Wardens, Treasurer, Chairs of Property Committee, Altar Guild, Worship Team, and volunteers.
- Compensation - The hourly rate is \$20-\$25 per hour depending on experience.
- Hours of Work: 12–19-hour work week. Workdays and hours of work are to be decided in collaboration with the PIC and the wardens. Additional hours are available for high volume times during the year e.g., Christmas, Holy Week, and preparing the Annual Report.

**The job description is intended to describe the general nature and level of work. It is not an exhaustive list of all duties, responsibilities and skills required.**