

Trinity Parish -Wethersfield
300 Main St.
Wethersfield, CT 06109
860-529-6825

Job Title: Parish Administrative Assistant

Reports to: Priest in Charge and Wardens

Date: February 11, 2023

I. Position Summary

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

II. Qualifications

- Minimum of a High School diploma and at least two (2) years of related experience.
- Excellent organizational and communication skills
- Ability to work independently and as part of a team
- Experience in office management
- Proficient in Microsoft Office, PowerChurch (experience desired, training provided).
- Ability to maintain confidentiality concerning all work-related information and persons.

III. Responsibilities

- Manage daily office operations
- Collaborate with office volunteers
- Maintain parish calendar
- Facility Rentals in Collaboration with the Property Chair
- Coordinate parish reports including, but not limited to, the Parish Annual Report, Parochial Reports, and the Annual Parish Survey for the ECCT.
- Maintain, file, and annually update records
- Coordinate bulletins and inserts for worship services with the worship team
- Maintain Sunday's weekly intercessory Prayers of the People list.
- 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 as needed.
- Coordinate writing and sending of acknowledgements for memorial donations, including sending a list of donors to families in a timely manner.
- Maintains current safe church records and initiates requested background checks in collaboration with a warden.

Financial Management in collaboration with the Treasurer, and/or PIC, and/or Wardens.

- Maintain Chart of Accounts
- Post Receivables – e.g. shared expenses, as well as contributions and special donations
- Review, validate, get approval and expense coding for invoices. Enter into Power Church, produce checks, arrange to get them signed, and send out.
- Produce and distribute monthly financial statements to finance committee - Notify

Treasurers and Finance committee of financial issues that need to be addressed.

- Work with committee chairs to provide financial documents and resolve budget questions.
- Assist in annual budget forecasting and entering annual budget numbers into Power Church
- Produce and post journal entries as appropriate
- Ensure that payroll information is reported to PayChex and enter hours into PowerChurch
- Enter weekly contributions into PowerChurch (to include special gifts e.g, flower donations)
- Enter annual pledge cards into PowerChurch
- Order offering envelopes and assign in PowerChurch.
- Produce and distribute parishioners' quarterly and annual contribution statements as well as 1099s.

IV. Organizational Relationships

PIC and Wardens – The Parish Administrative Assistant 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 PIC, Wardens, Treasurer, Chairman of Property Committee, Altar Guild and volunteers.

Compensation: The hourly rate (dependent on experience) is \$20-25 per hour. Annual increase is based on the ECCT recommendation, and performance review, assuming that resources are available.

Hours of Work: 15-19 hour work week. Work days and hours of work are to be decided in collaboration with the PIC and/or the Wardens. Additional hours available for high volume times during the year (i.e., annual audit, Christmas, Annual meeting, Holy Week)

Time Record: The Parish Administrative Assistant reports hours to PayChex, the Treasurer verifies hours paid equals time sheets

Sick Leave/Personal Days Off: A total of one week (15 hours) of time will be available for sick leave and personal days off. Personal days off will require approval by the PIC and/or Wardens in advance. These hours may not be carried forward to another calendar year.

Safe-Church: Per Diocesan requirement, the Safe Church course must be completed within 6 months of hire. To be paid for by the parish.

Evaluation: The appointed supervisor will meet with the employee for periodic and at least annual evaluations.

Termination: This contract may be terminated with two weeks notice by either party.

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

Approvals:

Rector/PIC. _____ Date _____

Warden _____ Date _____

Warden _____ Date _____

Parish Administrative Assistant _____ Date _____