



RESURRECTION
ANGLICAN CHURCH

Rev. Lewis Lovett | lewis@resmidlo.org | 434-422-2200

Parish Administrator Job Description

STAFF LEVEL: Part Time
REPORTS TO: Vicar of Resurrection Anglican (The Rev. Lewis Lovett)
COMPENSATION: \$25 / hr
WEEKLY HOURS: 15 hr / Week
START DATE: July 1, 2026

KEY OBJECTIVE: To provide administrative support to the worship and ministries of Resurrection Anglican Church

RESPONSIBILITIES:

- Coordinate Sunday service volunteers through Planning Center
- Coordinate logistics during Sunday Worship
- Coordinate the Church Events Calendar
- Coordinate facilities needs with Bon Air UMC
- Support planning for Special Events (i.e. Parish Fellowship Lunches)

REQUIREMENTS FOR PARISH ADMINISTRATOR:

- Spiritual maturity
- Strong organizational skills
- Ability to work well in a coordinated team environment
- Commitment to the stated mission of Resurrection Anglican Church