

## DUTIES OF PARISH ADMINISTRATOR

The following is a **general list** of the **basic duties** the office manager is expected to perform.

1. Perform basic secretarial duties, such as answering phones and receiving visitors in a courteous manner.
2. Must be comfortable using Microsoft Word and/or Microsoft Publisher, as well as online email and letter writing systems such as constant contact or mail chimp (or be willing to learn to use these email systems).
3. Answer and or forward e-mail and phone messages in a timely manner to the appropriate persons.
4. Prepare weekly and seasonal bulletins, as well as the inserts for weekly worship.
5. Assist in the preparation of Annual Book of Reports as well as the annual mailing of the parish directory.
6. Assist the Priest in maintaining the parish prayer list and our birthdays/anniversaries roster.
7. Schedule and notify our worship participants including coffee hour hosts, readers, ushers, and lay eucharistic ministers.
8. Order poinsettias, lilies, and palms at the appropriate times annually.
9. Coordinate parish hall use for outside groups.
10. Maintain the church calendar. The calendar includes special church events, services, organizational meetings, etc.
11. Maintain the church filing system in a current, orderly and secure state.
12. Inventory and order office supplies, request maintenance for church equipment as needed, and assist with requests for other supplies from church staff and workers, such as bulbs, paper supplies, teaching supplies, etc.
13. Notify the Junior Warden of any reported problems regarding the church facilities or equipment.
14. Occasionally assist the Thrift Shop in making copies.
15. Serve as the point of contact for office equipment
16. Change hymn numbers weekly in the sanctuary.
17. And other duties as assigned by the Priest or their designee.

Note: If administration duties consistently take more than 10 to 12 hours per week, the administrative job description and contract will be re-evaluated.