



EMMANUEL
EPISCOPAL CHURCH
— at Brook Hill —

JOB DESCRIPTION

Job Title	Parish Administrator
Revised	April 2026
Reports To	Rector
Classification	Permanent, Full-Time
Hours	40 hours per week; 9 AM – 5 PM; Monday through Friday
Job Summary	Responsible for the overall coordination of communication and administrative function of the parish

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative/Office Duties:

- Works closely with the Rector.
- Provides executive assistance and information to the Rector.
- Provides assistance and information to staff as needed.
- Provides assistance and information to the Vestry, executive committee members, committee chairs, and other parishioners as needed, assisting with all parish ministries.
- Assists anyone who calls, emails, or stops by with questions.
- Supervises all functions of the office, e.g., coordinates office equipment maintenance and repairs; orders/maintains inventory of office supplies.
- Serves as staff supervisor.
- Organizes and schedules office volunteers.
- Submits the Administration budget each fall and monitors the Administration budget on a regular basis.
- Purchases supplies, books, materials, etc., as requested.
- Assists the Rector with the issuance of church certificates and licenses, e.g., baptismal certificates, etc.
- Maintains membership records in the Parish Register and Realm database. Processes all membership transfer requests, in and out.
- Assists with the Annual and Parochial Reports each year.

- Assists with preparation for the Annual Meeting and Vestry elections.
- Maintains strict confidentiality and discretion.
- Attends Emmanuel staff meetings.
- Assists with the annual pledge drive and intakes annual pledges over the phone.

Communications

- Keeps the website information up to date.
- Coordinates church and website master calendar.
- Updates and monitors Emmanuel’s online presence, e.g., Google and Apple “business” profiles, parish social media accounts, and online communications through various media.
- Compiles and sends the weekly Parish Newsletter, as well as stand-alone emails.
- Maintains and updates the parish newsletter email list.
- Maintains pastoral care and pastoral mailing lists. Updates Pastoral Care Committee and Rector as issues arise; attends meetings of the committee.
- Assists with funerals, maintaining parishioner records, and arranging volunteers for the service and reception.
- Assists the chair of the Flower Guild with annual mailing; helps maintain yearly altar flower dedication schedule.
- Designs and maintains the bulletin boards inside and outside the Parish House.
- Arranges for photographers for special occasions.

Human Resources

- Updates and reviews job descriptions and employee manual with the Rector.
- Updates staff and clergy benefits and salaries when necessary.
- Records staff vacation and sick time.
- Assists Rector in interviewing new employees when requested.
- Processes new employees’ onboarding and offboarding.
- Provides information regarding required Safe Church training to staff and church members and keeps a record of those who have completed it.

Facilities

- Schedules use of buildings and grounds and acts as resource person for groups using the buildings and grounds. Makes sure that outside groups pay their fee and provide an insurance certificate.
- With the Rector, maintains and updates buildings use policy.
- Is responsible for keys for all buildings and maintains a current list of all key holders. Issues keys and keeps keyholder agreements on file.

Other relevant duties may be assigned by the Rector.