



Grace & Holy Trinity Church

an Episcopal parish on Monroe Park

Director of Administration & Facilities Position

General Administration, Facilities (Safety), and Sacramental Support (Pastoral Care)

Immediate Supervisor = The Rev. Brent A. Melton, *Priest-in-Charge*

Full-Time Salaried Employee with Full Benefits, 40 hours per week.

Schedule = Works from Monday–Friday during office hours of 9:00 a.m.–4:00 p.m. On significant occasions, you may be asked to work on Sundays.

Job Description

The Director of Administration and Facilities (DAF) is responsible for managing all administrative and facilities-related affairs of the Church in order that the Priest in Charge and Program Staff may concentrate on preaching, teaching, providing pastoral care, and advancing the mission and ministries of the church. The DAF works as a partner with the Priest in Charge, Financial Administrator, clergy and wardens. The DAF reports to the Priest in Charge, receiving policy guidance from the Vestry, Finance, Policy and Property Committee.

General Administration

Manages the day to day operations of the church, including procedures for maintaining schedules, daily communications, and office records. Facilitates communication among clergy, staff, ministries, and parish volunteers. Collaborates with outside resources to ensure strong IT functionality. Attends weekly staff meetings, communications meetings, and monthly Property Committee. Oversees, schedules and coordinates the master Google calendar working with church leadership and the staff.

Collaborates with the Priest in Charge/ Rector and Financial Administrator to prepare the annual parochial report. Support the Financial Administrator to help monitor, analyze, and report finances.

Maintains and updates the Master File Index for all parish documents. Meets quarterly with the Security and Laurel Street Stakeholders: Altria, VCU, the Catholic Cathedral, and Monroe Park. Checks in monthly with the Police Coordinator for our officer presence on Fridays and Sundays. Coordinates with the sexton and lay leadership regarding after hours alarm system issues.

Facilities Management

Leads the Property Committee monthly meeting and shares details of current and upcoming maintenance.

Coordinates building repairs with contractors around parish activities and documents any work.

Manages building keys and key fobs. Maintains property records and facility usage requests. Serves as the primary point of contact for facility reservations and the outside groups who meet at GHTC using agreement processes. (The weekly groups are Circles RVA, Greater Richmond Children's Choir, and Red Door Ministry.)

Consults and gathers quotes for maintenance issues and capital improvements. Reviews the report from Building Solutions, follows the yearly priorities, and makes recommendations to the Property Committee.

Learns and conducts Livestream Operator training and scheduling.

Coordinates ordering necessary supplies for the facilities and general office with staff and committees.

Sacramental Support

Maintains confidential, sacramental registries, church records, and vestry minutes.

Supports clergy through some pastoral care scheduling and email correspondence.

Update the Pastoral Care Visiting spreadsheet, the read Prayer List, wedding and funeral coordination.

Safety Management

Performs and tracks regular building and safety inspections. Unlocks the safe for the Monday counters. Coordinates parking with Altria, VCU, Catholic Cathedral and City of Richmond events by Monroe Park.

Oversees the upkeep of the church grounds, including trash and snow removal and our parking lot signs.

This position will supervise Receptionist/Volunteers, the Sexton (custodian support), Cleaning Contractors, Live Stream Operators and Police Officers.

Requirements

Minimum of five to ten years of experience in church, business ,or nonprofit management or operations.

Bachelor's degree is expected with advanced certifications in any of the above mentioned fields, or vendor management or human resources.

Proven administrative, financial, and analytical skills.

Excellent people interface and leadership skills.

Experience in project management, information technology, procurement processes, and other operations- related skills will be helpful.

Proven strong communications skills and a spirit of collaboration.

Compensation

As compensation for the services provided, the Employee shall be paid an annual salary of \$85,000–\$95,000 based on experience and will be subject to regular performance review. All payments shall be subject to mandatory employment deductions (State & Federal Taxes, Social Security, Medicare).

Goals & Evaluations

The Employee shall have an opportunity to earn a goal based bonus at the end of each calendar year. Current year goals are reviewed with their supervisor in December. New Year goals are discussed and set in January for the upcoming year. Staff evaluations will be held each summer in June or July.

Benefits

The Employee has a generous retirement and life insurance benefits according to the standards of the Church Pension Fund. Health insurance is provided. Other benefits include annual paid leave and continuing education allowance. This position has the right to participate in any benefits plans offered by the Employer for employees. The current benefits are fully outlined in the Employee

Handbook. They include Medical, Dental, and Vision Insurance as well as Disability and Life Insurance. If there are any inconsistencies, the handbook or Diocesan website shall prevail.

Pension Plan

Lay full- and part-time regular employees may participate in the Episcopal Church Lay Employees Defined Contribution Retirement Plan. GHTC will contribute an amount equal to 9% of the employee's annual salary. Benefit coverage commences on the first day of the month following an employee's hire date.

Holidays

GHTC will grant paid holiday time off to all eligible employees (full- and part-time) immediately upon starting work. We recognize a minimum of the following paid holidays; other holidays may be granted at the discretion of the Priest-in-Charge/Rector:

- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- Labor Day
- Indigenous People Day
- Independence Day and the preceding or following day at the employee's discretion
- Thanksgiving and the preceding day and following day
- The period starting at noon on Christmas Day and ending at the day's end on January 1st.
- The week following Easter

If any of the above holidays fall on an employee's regularly scheduled day off, another day, in close proximity to (or within 2 weeks) the official holiday may be taken as a day off.

There are some lay employees who must work holidays. In this event they may take another day, but it should be used in conjunction with the holiday in question.

Medical Leave

GHTC employees accrue one day of sick leave per month, up to 10 sick days per year. It is not carried over from one calendar year to the next. Sick leave may be used for personal sick time or that of a family member. Sick leave may be advanced, so if employees are sick early in the year, they may anticipate days (draw from their expected total of 10 days) to cover illness. GHTC does not expect that employees will need 10 days sick leave every year. GHTC provides this leave for those few years when an employee may need it. Unused sick leave is not paid out upon the end of employment with GHTC; however, employees may use up to 4 days per year of sick leave for personal days – days when one wishes to be off or to support positive mental health or to recharge. Sick leave should be entered in ADP approved by your supervisor as soon as possible.

Vacation

Vacation is provided for employees according to the following schedule:

For the first and second years – 10 days

For the third and fourth years – 15 days

Over four years – 20 days

The annual balance of vacation days is accrued monthly and advanced to each employee on January 1 of each year. Vacation days are to be taken within each calendar year and do not carry over from year to year as our desire is for employees to take the time to recharge. GHTC believes that taking vacation improves employees' work performance and provides them with sufficient refreshment. Annual vacation should be requested in ADP (either through the app or online) and approved by your supervisor as soon as possible. This allows the calendar to be planned so that employee time away does not interfere with Church programs. GHTC may find it necessary to coordinate employees' vacations so the Church functions efficiently.

Other Leaves

Other leaves provided include bereavement leave, family leave, jury duty, and military leave; details are available in the employee handbook.

Termination

It is the intention of both parties to form a long and mutually profitable relationship. However, this relationship may be terminated by either party at any time provided two weeks' written notice is delivered to the other party. The Employee agrees to return any Employer property upon termination.

Non-Competition & Confidentiality

As an Employee, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of GHTC.

During your time of Employment with the Employer, you may not engage in any work for another Employer that is related to or in competition with the Company. You will fully disclose to your Employer any other Employment relationships that you have and you will be permitted to seek other employment provided that **(a.)** it does not detract from your ability to fulfill your duties, and **(b.)** you are not assisting another organization in competing with the employer.

To apply please submit the following via email to **applications@ghtc.org**:
Cover letter and CV/Resume.

Email: The Rev. Brent A. Melton, **applications@ghtc.org**

Website: ghtc.org

Phone: (804) 359-5628

Church Overview

We are a vibrant, downtown church with 328 parishioners from across the greater Richmond residential areas and from widely differing professional and economic backgrounds. Our average Sunday attendance is 183 currently with two services. As the city has grown and diversified, so have our church families grown and changed, too. In addition to Sundays, we have active community engagement, like Red Door, our Friday community meal and connection with VCU students through the Pace Center, our campus ministry partner.

Grace & Holy Trinity Church
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