

St. Mark's Episcopal Church (Anglican)
2024 S. Collins St.
Arlington, TX 76010

Job Opening: Parish Administrator and Administrative Assistant to the Rector

Description: Part time (30 hrs./week approx.) and the office hours will be 8:30 AM to 3:00 PM (closed from 12-12:30), Monday through Friday.

I. Qualifications

- A. High school diploma. Some college credit preferred.
- B. Some secretarial experience, preferably in a church office setting.
- C. Possess good computer skills, especially proficiency in Word, Excel, Outlook, Publisher, web-based research, financial management software (e.g., Quickbooks)..
- D. Have excellent interpersonal and communication (verbal and written) skills, including an excellent command of English composition, grammar, and punctuation

II. Requirements

- A. Ability to organize, prioritize, follow through, and complete projects.
- B. Trustworthy; ability to keep certain parish matters in confidence, e.g., financial information, personal matters of parishioners, personnel matters.
- C. Keep a well-groomed, professional appearance.

III. Responsibilities

- A. Work under the specific supervision and direction of the Rector, and assist other Parish leaders, e.g., Treasurer, Jr. Warden, Sunday School coordinator, Youth leaders, and other program leaders, in carrying out the ministries and programs of the Parish.
- B. Create an environment within the Parish Office on a daily basis that is both professional and friendly and also supports the vision, ministry, and mission of St. Mark's Episcopal Church.
- C. Open the office from 8:30 AM to 12:00 PM and from 12:30 PM to 3:00 PM Monday through Friday, except when the office is closed on Federal holidays. (The office is closed on Saturdays & Sundays.)
- D. Communications
 - 1. Answer phone and respond accordingly; check messages on phone frequently and distribute in a timely manner.
 - 2. Prepare and e-mail or mail written correspondence on behalf of the Parish as directed; respond to individuals needing written communication and compose letters when requested by the pastoral staff. Mail all correspondence in a timely manner. Follow up with phone calls, if needed.

3. Coordinate and compile parish news for period written and electronic communications (e.g., “On Lion’s Wings” and e-blasts) in consultation with Vestry liaison for communications.
4. Compile written announcements for Sunday mornings.
5. Make weekly deposits to Operating Account; maintain giving records (within financial management software); produce and mail giving statements as directed; correspond with Vestry weekly regarding deposits.
6. Produce and process parish mailings as directed.
7. Assist with maintenance of bulletin boards.
8. Coordinate parish calendars (office, worship, facilities).

E. Administrative

1. Produce and print weekly (and special) pew sheets for worship services; archive digital versions for future use.
2. Maintain records of home, hospital and nursing home visits and Communion with dates and person providing the visit and Communion.
3. Maintain up-to-date Parish membership records (new members, baptisms, weddings, death) and corresponding mailing list, e-mail addresses, and phone numbers.
4. Coordinate with Facilities Use Committee regarding requests and approvals to use Parish facilities.
5. Update Parish Directory from time to time as new information is made available.
6. Prepare labels for mailings, remove duplicate or unnecessary labels, put in zip code order for bulk mailing, fill out bulk mail paperwork and take to bulk mail department of post office

F. Manage parish office supplies and order when necessary; ensure that there is always an adequate supply of church stationery and envelopes. Additionally, order kitchen, bathroom, cleaning supplies, paper products, etc. as necessary.

G. Record work hours.

H. Other parish duties as assigned