



125 Canterbury Drive, Aptos, CA 95003
Mail: P.O. Box 188, Aptos, CA 95001
Phone: 831-708-2278
Email: admin@st-john-aptos.org
Website: www.st-john-aptos.org

Position Description:

Job Title: Parish Office Manager

Date prepared: January 2017

Summary: Position is in charge of critical support functions for the rector; serves as executive assistant and oversees many important office duties.

Position reports to the rector and others as requested

Position is part-time, non-exempt and regular (year round)

Essential Duties and Responsibilities:

Communication:

- Keep church mission continuously in mind
- Handle communications during office hours. (phone calls, correspondence, email, etc.)
- Take and route messages effectively; route parish mail in a timely manner.
- Gather necessary information from choir director, organist, rector, schedulers, Alter Guild, etc. to prepare all worship bulletins: including music permissions and weekly announcements.
- Aid in task of posting to social media as required

Coordination:

- Network all areas of parish life acting as a one-stop information hub
- Maintain the master parish calendar
- Schedule and coordinate space use of church facilities. Work with outside groups to maintain current use permits, proof of insurance and payments
- Track the loan and return of facility keys
- Coordinate with the editor of the parish e-News and other communication tools
- Provide support and information to critical church committees
- Provide the vestry with pre-meeting material as requested, distribute agenda and financial reports
- Maintain security and/or storage of vital church records both physical and digital as requested

Well-run Office:

- Keep office in order, presentable and functioning in a friendly and businesslike manner
- Supervise office volunteers or subordinate employees for reception and routine office tasks
- Supervise and help with use of office machines
- Order office supplies and appropriate inventory for parish business
- Accurately track newcomers and add to parish database. Contact newcomers as required
- Produce and maintain an office manual of regular procedures and routines
- Produce periodic parish directory as required



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- Produce newcomer lists or other member lists as requested
- Gather and publish the annual report of the parish
- Other duties as assigned

Less-Essential Duties:

- Work cooperatively with the bookkeeper
- Use parish database to produce:
 - Mailings during pledge drive or other purposes
 - Financial acknowledgments
 - Membership section of the annual parochial report to the diocese
 - Coordinate rector's schedule
 - Important correspondence as requested

Qualifications:

- Competence with parish database software
- Knowledge of word processing software to produce sophisticated bulletins and for effective mail merge of correspondence
- Ability to use scanner and other office machines
- Excellent use of the English language
- Familiarity with liturgical worship
- Ability to communicate effectively with a variety of individuals
- Ability to respond orally and in writing to both simple and complex verbal or written inquiries
- Ability to solve problems
- Eagerness to master the job and serve the parish

Physical demands: The job is consistent with light work, although the incumbent may be required to lift and carry up to 25 lbs. infrequently. Work involves some bending, stooping, reaching and operating office machines.

Prepared by Personnel Committee: _____

I accept this offer of employment and acknowledge receiving a copy of the position description/duties. [sign and return a signed copy to me]

Signature _____

Date _____