

Emmanuel Church

Job Description: Parish Administrator

Full Time/Exempt Employee

The Parish Administrator oversees the day-to-day business operations of the parish under the direction of the Rector, or in the absence of a Rector under the direction of the Senior Warden. The Parish Administrator supports the ministry of Emmanuel Church and operates at the nexus of many aspects of parish life and mission.

Ministry support (35%)

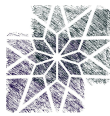
- Prepare the worship bulletins for all Sunday and other liturgies.
- Support the assembly and distribution of weekly e-news and seasonal postal mailings, and other correspondence and reports from clergy or wardens
- Publish Annual Reports from Commission and Committee chairpersons, clergy, and staff.
- Oversee/troubleshoot parish office equipment
- Respond promptly to telephone calls and e-mail inquiries to the parish
- Communicate all pastoral concerns in timely fashion to the Rector
- Maintain database of names and contact information for parish directory and mailings
- Extend the welcome and hospitality of Emmanuel Church to all who enter our place during the week: resident organization staff, program participants, parishioners, and neighbors.
- Develop and maintain compassionate working relationships with individuals seeking respite in our church garden.

Financial responsibilities (35%)

- Process and administer accounts payable and receivable in timely fashion in Quickbooks
- Scan/digitize audit records and transfer financial information to cloud storage
- Work with Controller to prepare financial data for monthly reporting to Vestry and ad hoc reports as necessary
- Meet regularly with the Controller and Treasurer to coordinate information and ensure good communication
- Collect time sheets, call in information to payroll service, distribute checks
- Work with payroll service to ensure the timely processing and payment of state and federal taxes, unemployment reports, and end of year W2s and 1099s
- Manage pledge data: track pledges and donations, mail quarterly and annual statements, and acknowledgement letters
- Manage vendor accounts
- Support Vestry's creation of the annual budget

Space and event management (25%)

- Manage building sexton, maintenance and cleaning services
- Collaborate with the building working group to manage building maintenance, construction work, building functions; and lead the group's weekly meetings.
- Supervise and collaborate with Administrative Assistant to:
 - Respond to inquiries about space use in a timely manner
 - Create and enforce contracts for each tenant, in consultation with Treasurer
 - Ensure proper and respectful use of the building and enforce building policies
 - Maintain building calendar and sexton staffing for events and activities
 - Act as liaison between building tenants and parishioners



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Personnel (5%)

- Report weekly to the Rector
- Set up and maintain personnel files for all staff
- Ensure that staff have met Safe Church requirements
- Supervise temporary administrative paid and volunteer staff

The successful Parish Administrator candidate will have:

- A high school diploma/GED; college degree preferred.
- Administrative experience in roles requiring strong project coordination.
- Attention to detail.
- Demonstrable business acumen, financial awareness, and mathematical ability.
- Proficient knowledge of Microsoft Office products (including Publisher), Quickbooks, Google Calendar and other products, and proprietary database environments.
- Excellent communication skills—verbal, written, and listening.
- Experience serving people at all levels of an organization, getting and giving often complex and sensitive information in both verbal and written communications.
- Demonstrated strong commitment to the mission of the Church.
- Ability to navigate multiple flights of steps.

The successful Parish Administrator:

- Maintains personal contacts across the internal organization and appropriately shares information.
- Prioritizes successfully and multitasks effectively and efficiently.
- Constantly hones understanding and responsiveness to internal and external ministry requirements, goals and issues.
- Manages situations in a calm, steady manner and employs creative problem-solving.
- Demonstrates self-confidence, resilience.
- Demonstrates a focus on results over time with resourcefulness and tenacity.
- Manages long-term projects, activities and resources effectively.
- Offers and receives constructive feedback and suggestions for improvement.
- Generates enthusiasm for mission strategies and key initiatives.

Salary: \$55,000. Full benefits (see following page)

Please respond with cover letter and resume (email or hard copy). No phone calls please.

apply@emmanuelboston.org

Emmanuel Church
15 Newbury Street
Boston MA 02116

www.emmanuelboston.org

EOE/DEI



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Schedule of Benefits

1. Retirement Benefits

403(b) Plan through the Church Pension Group. Emmanuel Church will contribute five percent (5%) of salary and Emmanuel Church will match up to an additional four percent (4%) of an employee's contribution at 100% (dollar for dollar).

2. Insurance Benefits

a. Health Insurance Benefits

Medical coverage is offered to all Clergy and Full-time Salary Staff under the terms of the Diocese of Massachusetts plan. Emmanuel will pay the full premium for an Individual Medical plan only. An Employee may pay the difference for Family Coverage to Emmanuel Church.

b. Life Insurance Benefits

Employees are eligible for \$50,000 of Life Insurance coverage after six months of employment.

c. Worker's Compensation Insurance Benefits

Any employee of Emmanuel Church who sustains a personal injury which arises out of and in the course of employment, will be furnished with adequate and reasonable hospital and medical services and lost wages in accordance with the Worker's Compensation Law of the Commonwealth of Massachusetts.

d. Short-term Disability Insurance Benefits through Church Pension Group.

e. Long-Term Disability Plan (*employee paid premiums through Church Pension Group if elected*).

f. Dental Benefits (*employee paid premiums if elected*)

g. Vision Benefits (*employee paid premiums if elected*)

3. Vacation/Holidays/Time-off Benefits

a. Vacation – 4 weeks of paid vacation per year, accumulated quarterly

b. Thirteen paid holidays per year: New Year's Day, Martin Luther King, Jr. Day, President's Day, Patriot's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day.