

Parish Administrator Duties and Responsibilities

Regularly:

- Ensure that the Parish Office will be open Mondays through Thursdays from 9:00 AM to 12:00 PM except on holidays.
- Be available to answer phones and answer inquiries Mondays through Thursdays from 9:00 AM to 12:00 PM. Monitor voicemail and contact appropriate people.
- Open mail and distribute as needed.
- Maintain an adequate level of office supplies.
- Maintain a copy of the Church Calendar (prepared by the Vestry). Answer questions and refer to the appropriate Vestry member.

Weekly:

- Prepare weekly bulletins and inserts. Ensure they are ready to print on Thursday. Send the reading to the Lector by noon on Thursday.
- Prepare attendance slips and ensure Teller Settlement Forms are in the Teller's bag.

As Needed:

- Maintain membership data (transfers in/out). Maintain an organized church roster of all church members and all contributors. Prepare Transfer letters and enter them into the Parish register when applicable.
- Maintain current Parish Directory.
- Order name tags for members of the congregation.
- Maintain mailing lists (committees, etc.)
- Maintain correct names on mailboxes.
- Type correspondence for the Parish, including letters and committee minutes, as requested by the Rector, Vestry, Altar Guild, Brotherhood, ECW, and committees.
- Pick up and send mail to and from the Saluda post office.
- Order special bulletins, pledge envelopes, etc.
- Maintain files, both paper and electronic.
- Call for maintenance and repair of office equipment and meet with repairmen. Monitor copier maintenance throughout the year.
- Ensure access to groups or individuals using the Parish Hall or Church.

Monthly:

- Copy (or email) Vestry minutes, and agenda for Vestry members each month before the Vestry meeting.
- Prepare bulk mail labels for monthly mailing; bulk mailing permit.

Annually:

- Organize records by calendar year and store appropriately.