

Saint _____ Episcopal Church

Address, City, Maine

Letter of Agreement with the Parish Administrator (date)

General Description

This Letter of Agreement is between _____, as Parish Administrator, and The Reverend _____, as Rector of _____ Episcopal Church in _____ Maine. Witnessing and attesting to this agreement are the Wardens of this church.

The position of Parish Administrator carries the responsibility of coordinating work of the church office of _____. While reporting and being directly responsible to the Rector of _____, the Parish Administrator has much interaction with and takes direction from the Parish Treasurer with respect to accounting items, other officers and members of the Vestry, committee chairs and other clergy and laypersons with special responsibilities.

Specific Job Description

The Parish Administrator is responsible for the following routine duties and tasks:

Mail

- On a daily basis:
 - Check mail box at the end of the drive.
 - Open mail addressed to church; date and stamp items; place mail addressed to clergy committees, vestry members in respective internal mail boxes.
 - Secure monies that come in from support groups that use the buildings and put in large envelop in fire safe together with all other incoming checks and contributions to _____.
- Maintain supply of postage stamps in church to allow for mailing of the newsletter, Stewardship materials, card ministry or any other mailings of _____ Church.

Telephone

- Answer incoming telephone calls from parishioner, vendors, and other church entities.
- Check voice mail and return calls when prompted or pass on messages as needed.

Email

- Maintain timely correspondence with all incoming email, paying particular attention to invoices that come via email in pdf form. They should be printed and put in the appropriate box for the Treasurer.
- Maintain accurate parishioners email addresses and make corrections as needed. Corrections and updates to email addresses must be made in all electronic data vehicles/platforms such as *Blue Tie* on *Constant Contact*.

Weekly Tally Sheets

- Input weekly offering envelopes and items from the weekly Tally Sheet into the Membership Plus data bank.
- Twice annually (usually before and after summer) send contribution statements to parishioners, working closely with parishioners, with the highest level of confidentiality, to make corrections as needed to these statements.

Seasonal Worship Booklets

- Update and maintain seasonal worship booklets for changing liturgies throughout the year.
- Print worship booklets for weekly services (Saturday night, 10:30 on Sunday), and for any other special service (Christmas, Holy Week, funerals, special Saint day celebrations, etc.) as needed and/or as directed by the Rector.
- Print a large version of Worship Booklet, together with hymns, for the Celebrant of the 10:30 service.

Weekly Bulletins

- Procure information for a weekly bulletin from
 - the Verger for “Weekly Participants”,
 - the Pastoral Musician for music and hymns, and
 - the Rector any changes to the readings and/or any updates for the “Prayers of the People”.
- Keep an updated spreadsheet of
 - people who have requested prayers for inclusion in the Prayers of the People and in the weekly bulletin, and
 - flower and vigil candle contributions.
- Print a weekly bulletin that includes
 - the lectionary readings and collect for the day,
 - the hymns and music for the day,
 - an updated prayers list (“*In our community we pray for...*”),
 - a Participants in Today’s Worship Services” listing,
 - a Flower and Vigil Candle memorial designation (when such is the case),
 - any Announcements of _____ activities, and,
 - any other item as directed for inclusion by the Rector.
- Print weekly worship leaflets and attendance sheets for *Bible Adventure*, *Godly Play* or any other Sunday school materials as needed.
- Each week, print the readings and the Prayers of the People (both Rite I and Rite II) for the lectors, deacons or any others who are participating in the service.

Office and Janitorial Supplies

- Order supplies for the office, cleaning and breakroom items for the Sexton and other items as requested by the Rector or other authorized person.
- Receive incoming supplies and put in designated areas.

Electronic Newsletter

- Prepare and send a weekly e-newsletter to the congregation.
- Maintain an accurate e-mail list by viewing “bounced” e-mail address on reports from Constant Contact and Blue Tie and making appropriate corrections.

Parish Phone Directory

- Maintain accurate records for parishioners in Membership Plus (our current data base) and periodically print Parish Directories reflecting those changes.

Church Newsletter

- Seek articles, upcoming events and committee news from various committees or organizations of the church.
- Publish newsletter *every* month, unless otherwise agreed to by the Rector.
- Edit newsletter and print black and white version for parishioners without e-mail and mail.
- Upload newsletter to website and e-blast newsletter to parishioners by the first of the month.

Calendar

- Maintain calendar in Great Hall, in back hall, on the web and in Google calendar.
- Schedule meeting time/dates with outside groups who use the facilities.
- Co-ordinate with the Sexton on requests for various groups in reference to seating/room arrangement.

Media

- Send all church service information, event announcements and other publicity items to area newspapers within specified deadlines.
- Make posters and sign-up sheets for various committees as requested.

Welcome Home Packets

- With the direction and aid of the Rector, create “Welcome Home” packets for entrance hallway of the church.
- Maintain and update those packets as needed.
- Input “newcomer” information sheets and forward to the Rector.

Web site maintenance

- Maintain church web site, keep events current and timely

Social media

- Maintain Facebook account as directed by the Rector

Miscellaneous or Occasional Duties

- Submit Annual Parochial Report to Diocese

- Make reservations for Clergy and Lay Delegates for Annual Convention.
- Order food for special events (like clergy lunches, or special committee meetings) as requested.
- Obtain permit from Town Hall and schedule Banner to go across Route 1 for Annual Harvest Fair. Coordinate with Arundel Signs to make any necessary changes. Deliver banner to KLP and pick up following event.
- Negotiate with vendor on various office supplies or office equipment such as the copier.
- Alert Martha Circle Committee chair of parishioners in need.
- Maintain financial and other records of the church and dispose of at appropriate time.