

## **POSITION DESCRIPTION: PARISH ADMINISTRATIVE ASST**

*St. Martin's-in-the-Field Episcopal Church*

### **OFFICE OVERSIGHT**

- The Administrative Assistant reports directly to the Rector, but will work with and for many staff members and groups throughout the church to attend to their clerical needs. This is a position that requires rapport with many different people from the clergy, Day School staff, K-8 school employees, parish members, community groups and solicitors. It also requires multi-tasking every day. The position is part-time, 20-24 hours to start.
- Oversee office facilities; purchasing of administrative supplies; filing system; archives; and phone system, including messages and voicemail
- Oversee service contracts on copier, postage machine, etc.; work with various vendors. Maintain software contracts/subscriptions for web-based database (Realm), liturgical planning (Rite Planning), music copyright (One License), Children's Bulletins, etc.
- Recruit, train, and supervise office volunteers, including receptionists – oversee their tasks and responsibilities
- Sustain filing system, archives and record ledgers for baptisms, weddings, confirmations, and burials – certification of these events provided upon request
- Provides support for all Commissions as needed, particularly various communications with Flower and Altar Guild, Hospitality for special events, and with regard to the Stewardship Pledge Campaign support which requires printing and mailing from Sept-Nov each year.

### **WORSHIP**

- Develop and produce weekly worship bulletins in InDesign, and all special service bulletins, coordinating with clergy and music director. Various resources and software used: Rite Planning/Rite Song, Lectionary online, One License (music copyrights), Book of Common Prayer Online.
- Create and maintain parish prayer list; prepare weekly Prayers of the People for Sunday services.
- Prepare and distribute a combined schedule of all liturgical leadership for Acolytes, Eucharistic Ministers, Lectors, Intercensors, Emcees, and Ushers; uses Ministry Scheduler Pro scheduling software.
- Copy Sunday bulletins for children – distribute other materials in support of worship – i.e. Forward Day by Day
- Develop and produce all funeral bulletins and special service bulletins – coordinating with families, clergy and music director

### **OTHER RESPONSIBILITIES**

- Support the Vestry by preparing annual notebooks for new members, maintaining binder with meeting minutes for public access and archival in church records.
- Support Welcome Ministry by preparing and mailing New Member packets, follow up information, and entering and tracking data in membership database
- Oversee and assist with preparing the Annual Parochial Report for the Diocese.