

## **St. Michael's Episcopal Church, Austin**

### *Job Description: Parish Administrator*

St. Michael's Episcopal Church (SMEC) in Austin, TX, seeks a parish administrator to partner with the rector and staff to maintain and improve the many functions related to our church campus.

The parish administrator reports to the church Rector and will primarily work in the area of human resources, office management, finance, facility management and general administrative support.

Under the supervision of the rector and in partnership with the staff, vestry and people of St. Michael's, the parish administrator will be responsible for:

### **Human Resources and Office Management**

- Attend the weekly staff meeting as a full participant, offering updates (as needed) on facility usage and other items of mutual concern
- Learn and become fluent in/with the St. Michael's Human Resources Manual, keeping track and monitoring all lay employees paid time off
- Serve as the SRA (Safeguarding Records Administrator), assisting tracking and ensuring that all staff and volunteers are certified for Safeguarding God's Children/People
- Manage access to any confidential materials and information located on the church's computer systems
- Serve as a liaison with the Episcopal Diocese of Texas, assisting with the filing of reports and other diocesan related administrative duties as needed
- Assist in the development of policies and processes, when applicable, to streamline church efforts
- Supervise the parish sexton

### **Finance**

- Understand the annual budget and chart of accounts, assisting commissions, lay volunteers and staff with the coding of expenses and other budgetary items
- Assist bookkeeper with accounts payable, ensuring that invoices and requests for reimbursements are processed in a timely manner

- Coordinate and oversee collections processing, all non-cash contributions, and the money counters' bank deposits
- Become fluent with church software ACS (financial suite and database) to serve as a backup to database management when applicable (basic entries)

## **Facility Management**

- Ensure that all required licenses/permits/inspections are properly filed and up to date. These areas include water, kitchen, fire, floral, vehicle, and any other area requiring a license or permit
- Manage/coordinate any vendor that works with/on the church facility and grounds (lawn, electrician, cleaning, etc.) and review vendor contracts
- Review/maintain the master schedule (online calendar) for all use of church facilities, working within natural limits and seeking to resolve any conflicts
- Serve as the point person for any outside group requesting use of our buildings or grounds
- Be *proactive in seeking to rent out the facilities* to outside partners so that the need for outside revenue is balanced with the needs and already existing ministries of church parishioners and guests
- Coordinate any staff needs or parishioner need for facility rooms usage (in conversation with the sexton)
- Coordinate maintenance and repair of the St. Michael's campus, including the portion of facilities occupied by the St. Michael's Episcopal Day School
- Oversee the annual spring-cleaning effort

## **Administrative Support**

- Offer general administrative support to the rector and, when applicable, the rest of the St. Michael's ministry staff
- Work in partnership with the St. Michael's Episcopal Day School, the Director, and/or Assistant Director to ensure that the church and school are mutually supporting one another's work
- Learn and participate in a very specific goal setting system ("Traction") the rector uses to help be accountable for their work
- Serve as a backup to the assistant for communication, assisting with the production and printing of materials

*The candidate we seek to hire will:*

- Identify as a Christian and seek to understand and love the people of St. Michael's Episcopal Church
- Value integrity, accountability, kindness and humility
- Work well with a team and enjoy the ongoing process of learning, challenge, and growth that the job requires
- Understand the mission of the parish and plan his/her activities and initiatives in such a way that this mission is served
- Be a capable administrator, a bit of a "type A" personality with a penchant for organization
- Seek to support and serve church members, while also seeking to maintain healthy boundaries
- Take ownership of church related issues that arise, only escalating items to the rector that he/she cannot or does not have the authority to handle
- Discern ways to enhance and expand this job description after becoming familiar with the job
- ***Go above and beyond all items listed in this job description and perform all other duties as assigned*** to ensure excellence in church administration

#### Pay, Hours, and Benefits

This is a 30-hour a week position that comes with benefits: vacation package, health insurance, and pension matching. Office hours are Monday-Thursday. Some on-site work outside of normal business hours will be expected.

Candidates who wish to apply should send a brief cover letter and résumé to The Rev. John Newton at [jnewton@st-michaels.org](mailto:jnewton@st-michaels.org). Interested candidates should also take the following assessment (<https://www.16personalities.com/free-personality-test>) and, upon completion, submit a brief essay that answers the following questions: based on the stated strengths and weaknesses of my personality type, where do I naturally expect to thrive given what I understand about this job? Where might I be challenged and in need of extra support and mentoring?