



ST. THOMAS' EPISCOPAL CHURCH
ISLE OF HOPE, GA

St. Thomas' Episcopal Church

Isle of Hope

2 St. Thomas Ave., Savannah, GA 31406

We are a welcoming community of faith and love that serves one another and seeks to draw others to God through our ministries.

POSITION DESCRIPTION FOR PARISH ADMINISTRATOR ST THOMAS EPISCOPAL CHURCH

SUMMARY: The Parish Administrator provides services and oversight for the administrative and communication activities and support for the financial activities of St Thomas Episcopal Church, a parish of approximately 500 members. The Administrator reports to the Church Rector.

RESPONSIBILITIES AND DUTIES:

- **ADMINISTRATIVE:**
 - records, stores and maintains membership letters for parishioners
 - handles all correspondence for Rector and Church staff
 - answers phones, directs calls, takes messages
 - greets and entertains visitors to the church office
 - keeps parish calendar for services and events and schedules use of facilities
 - files and preserves all important Parish documents including annual parochial report
 - prepares certificates for Marriages, Confirmations and Baptism and records these events
 - prepares, copies, and distributes full text bulletins for all services
 - keeps record of Vestry minutes for all meetings
 - coordinates with Sexton to oversee Memorial Garden record keeping and operations
 - maintains personnel records
 - coordinates with Sexton for ordering supplies, coordinating for services and maintenance

- **FINANCIAL**
 - verifies and records contributions, donations and memorials and makes bank deposits
 - distributes contribution statements at end of the year and as needed
 - oversees purchasing and contracts and approves disbursement of funds
 - works with the bookkeeper and the assisting treasurer to create internal controls
 - works with the bookkeeper in reporting on Capital Campaign projects and the disbursement of funds.

- **COMMUNICATION**
 - maintains the parish prayer list
 - emails reminders to servers scheduled for the coming Sunday
 - assists/directs visitors requesting assistance
 - keeps Parish directory and mailing lists current
 - prepares/mails schedules for worship servers and hospitality groups
 - manages and distributes Parish mailings and bulk emails (at least twice weekly emails)
 - updates the website, social media accounts, marketing materials and other forms of communication as needed
 - serves as the parish liaison in communications with the Church Pension Group

QUALIFICATIONS AND SKILLS:

- proficiency with Microsoft Office, PowerChurch Plus (or similar), Canva, Constant Contact (or similar platforms), Wix (or similar website maintenance sites)
- exceptional communication and organization skills, with special attention to detail
- ability to work collaboratively as well as be self-directed
- minimum of 3 years' experience with administrative and communication responsibilities (preferred)
- references to be provided upon request
- ability to maintain confidentiality among staff and parishioners
- a caring disposition with the understanding that this is a ministry setting

ADDITIONAL CONSIDERATIONS

- on-site presence required. Flexibility in schedule considered essential
- work schedule is typically Monday to Thursday: 9am to 4 pm and Friday 9 to noon (some evenings and weekends may be required)
- knowledge of liturgical procedures preferred
- relocation assistance not available
- may perform other duties not established above as needed

COMPENSATION AND BENEFITS:

- salary \$36,000 annually depending on qualifications and experience
- 403B pension plan
- Individual medical plan
- standard reimbursement for permissible business expenses including work travel

OTHER CONSIDERATIONS:

- 2 weeks annual vacation.
- Federal holidays as leave days (when not conflicting w/major church events).
- There will be a 6 month review followed by an annual review conducted by the Rector.

HOW TO APPLY:

Email a current resume and cover letter to the Rev. Melanie Lemburg at revmelanie@stthomasioh.org