

Job Title: Parish Administrator

About the Opportunity: The Church of St. Paul in the Desert is a parish of the Episcopal Diocese of San Diego. Founded in 1939 in Palm Springs, California, the parish has seen the small desert town grow up around it into the world-class destination resort city that it is today. As part of a dynamic community that is constantly in-flux with visitors from all over, we serve as a spiritual oasis in the tradition of desert spirituality. Our parish is predominantly LGBTQ+ and proudly respects the worth and dignity of every human being. With new Co-Rectors (a new model of ministry) who arrived during the pandemic, the parish is in the midst of a growth spurt. We are a friendly, inclusive, and justice-oriented community with a deep passion for the diversity of the liturgical tradition. Grounded in the sacraments, we believe in the baptismal empowerment of every lay person in sharing the good news of God's love with the world. Our core values are: abundant love, innovation, justice-inclusion-radical hospitality, safety/care, transparency/confidentiality, empowerment, and progressive theology in the great tradition. We just completed a five-year strategic plan to help focus our spiritual energy without losing momentum and encourage all applicants to familiarize themselves with the plan <https://stpaulsps.org/church/wp-content/uploads/2023/03/Strategic-Plan-Final-3-10-23.pdf>

Scope of Position: The Parish Administrator is a critical role at the Church of St. Paul in the Desert and serves as the central contact and hub for all church staff, parishioners, volunteers, visitors, vendors, and community partners. They must be well-organized, able to work independently and collaboratively, and be flexible in responding to the changing needs of the parish. The Parish Administrator reports to the Co-Rectors, and manages two other staff members: a Sexton and Assistant Sexton. They work with the Co-Rectors in managing a team of office volunteers who will assist in the broad scope of this key role. As we grow into a program-sized church, our Parish Administrator will help us navigate the challenges and opportunities presented by the multiplication of mission endeavors, expansion of communication lines, and increasing complexity of day-to-day operations.

Hours: Full Time, M-F (occasional weekends)

Performance Responsibilities:

1. *Manage Church Office: Manage all Office Functions and Supervise Volunteers as Needed*

- Manage the front desk volunteers through scheduling, training, and supporting.
- Receive telephone calls and take messages, referring pastoral information to clergy (maintaining confidentiality).
- Respond to email messages in a timely manner.
- Maintain and update parishioners' birthdays, anniversaries, and memorials.
- Manage altar flower vendor relationship and orders.
- Keep records of new members, baptisms, weddings, deaths, etc (see IT coordination below).
- Manage columbarium reservations and records.

- Keep directory updated.
- Keep current key policy forms, SafeChurch forms, Anti-Racism forms, and other security requirements.
- Routine filing of paperwork.
- Public relations with those that enter the building (e.g. parishioners, vendors, community partners, volunteers, staff, guests, etc.).
- Maintain office supplies, office equipment/FFE, and cleaning supplies.

2. *Manage IT Coordination: Develop and Manage a Unified IT Platform for Staff and Volunteer Communications*

- Work with the Campus Optimization Taskforce in implementing new IT infrastructure (e.g. phone system, WiFi, security upgrades, etc).
- Maintain and utilize ACS church management software and its membership and giving database, for the purpose of tracking and supporting member engagement, stewardship, other donor and member giving, for data reporting, and for the production of the parish directory.
- Work with Co-Rectors, staff, and designated lay leaders in implementing an IT software and cloud plan for the most efficient workflow.

3. *Manage Buildings & Grounds: Coordinate Facility Use for Parish Ministries and Community Partners*

- Manage Facility use for parish ministries and community partners (e.g. parish calendar, feedback support).
- Maintain campus maintenance schedule, create and update contracts for and coordinate contractors in the maintenance, upkeep, and development of the campus and its buildings and grounds, in collaboration with the Co-Rectors, Sextons, and designated lay leaders.
- Maintain campus cleaning schedule and cleaning supply inventory, in collaboration with the Co-Rectors, Sextons, and Grounds vendor.

4. *Manage Day-to-Day Finances: Work with the Co-Rectors, Treasurer, and Off-Site Bookkeeping Firm in Managing the Fiduciary Aspects of Parish Operations.*

- Support Treasurer and Assistant Treasurer with weekly financial tasks including deposits, check scanning, and communicating with financial administration customer support.
- Oversee accounts receivable and prepare accounts payable for approval in collaboration with the Co-Rectors, working with the parish's off-site bookkeeping firm, and Treasurer.
- Manage payroll, including input and timesheet coordination, and checks for 1099 contractors.
- Manage employment paperwork for all staff.
- Manage benefits programs (e.g. employee pensions and health insurance).

- Support parishioners navigating our online giving platform and troubleshoot other clerical errors.
- Keep and maintain financial records, both physically and digitally.
- Manage funeral and wedding intake and fees, as well as facility usage fees.

5. *Manage Parish Communications: Working with the Co-Rectors, Staff, Vendors, and Designated Lay Leaders, Manage the Parish's Intra and Inter Communication Lines.*

- Manage the website.
- Manage the weekly email.
- Supervise the parish's social media presence, ensuring contents are up to date.
- Create marketing materials, including graphics, for parish activities and news.
- Manage key correspondence, such as pledge acknowledgments, in-kind giving acknowledgments, and thank you notes.
- Manage event registration.
- Help produce and print the weekly worship materials.
- Manage Parish calendar and scheduling, including bookings and schedules for regular and special worship services, ministries, meetings, rentals, and special events.

6. *Assist the Co-Rectors, Staff, and Designated Lay Leaders*

- Work with Co-Rectors and designated lay leaders in completing and filing the Annual Parochial Report.
- Work with Co-Rectors and designated lay leaders in maintaining Vestry minutes (e.g. physical and digital copies).
- Work with the Co-Rectors and designated lay leaders in managing the parish's personnel and human resource requirements and flow.
- Coordinate special projects and other duties as directed by the Co-Rector, as required.
- Assist Co-Rectors and designated lay leaders assess staffing model for future staffing needs.

Knowledge, Skills, Abilities, and Other Characteristics:

- Bachelor's degree or equivalent.
- Familiarity with the Episcopal Church or liturgical community with the revised common lectionary preferred.
- Must be able to demonstrate strong managerial skills (both of individuals and teams), excellent written/oral communication skills, and the ability to problem solve.
- Friendly and approachable disposition.
- The ability to meet deadlines while multitasking, prioritizing, and working efficiently.
- Provide a warm, professional, highly competent, and helpful presence to parishioners, visitors, staff, and vendors.

- Proficiency in Microsoft Office Suite (Excel, Word, Outlook, OneDrive, etc.), Canva, Realm, Adobe, Zoom, and willingness to learn additional platforms. Knowledge of QuickBooks preferred.
- Proficiency with office equipment (copy/print machine, phones, etc.).
- Have strong computer skills with the ability to train others.
- Ability to work with diverse personalities and interests.
- Possess the ability to handle stress, work both independently and as a team member, and deal with others in a professional manner.
- Desire to be part of a learning culture.
- Willingness to create a healthy, caring, and meaning-driven community.
- Willingness to complete relevant employee onboarding training (e.g. SafeChurch) in a timely fashion.

Compensation and Benefits:

- Competitive PTO policy, including sick and vacation days, and national holidays.
- Retirement matching contribution of up to 4% of your salary.
- Fully-paid medical and dental insurance.
- Disability insurance.
- Continuing education opportunities.

The salary will be commensurate with experience, in the range of \$45,000-55,000. Very occasional weekend work is required. Members of the Church of St. Paul in the Desert will not be considered for this role.

Applicants should submit a resume, cover letter, and example of a graphic they have designed for church communications to revjessie@stpaulsps.org and revdan@stpaulsps.org. Cover letters may be addressed to the Rev. Jessie Thompson and the Rev. Dan Kline, Co-Rectors. Applications without a cover letter will not be considered.

Website:

<https://www.stpaulsps.org/>

Timeline: Job posting will remain open until May 31st, 2023. After that date, the interview process will begin for selected applicants.