



ST. PAUL'S EPISCOPAL CHURCH HANOVER

In recognition that all we have are gifts given to us by God, it is the purpose of St. Paul's Episcopal Church to work, pray and give for the spread of God's kingdom.

Position Description: Parish Administrator

Employment Classification: Part-time

Location: 8050 Saint Paul's Church Rd., Hanover, VA 23069

Reports to: Rector for weekly supervision and annual evaluation

Summary

St. Paul's, Hanover (located just outside of Richmond) is seeking a parish administrator to assist the priest in the daily management of the parish, as well as other administrative duties: weekly communications, worship bulletins, scheduling, and record keeping. This ministry requires strong interpersonal and technological skills. The parish administrator will be a resource for both members and non-members, and a welcoming, positive presence in the church's office.

Parish Community

St. Paul's, Hanover is a pastoral-sized parish in the Courthouse District of Hanover County. Though very close to the city, St. Paul's has the setting of a rural church. Prior to the pandemic St. Paul's had an average Sunday attendance of 100. The congregation boasts diversity in age, denominational background, and location. We are a warm and vibrant congregation seeking to grow our church following the pandemic.

This ministry position is responsible for the following key items:

- Timely preparation of weekly worship bulletins and monthly newsletter
- Management and coordination of worship ministers (readers, altar guild, flowers, etc)
- Organizing and updating member information
- Preparing mailings and receiving packages
- Managing phone system and incoming calls from those in need.
- Managing and ordering office supplies
- Organizing and managing filing system
- Managing and maintaining communications including the parish website, and social media outlets
- Basic financial management duties.



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Knowledge, Skills, and Abilities

- Strong writing and grammar skills, including proofreading, and editing.
- Proficiency in word processing, spreadsheet, Microsoft Publisher and database applications.
- Creativity in creating promotional items is desirable.
- Demonstrated organizational skills, including calendaring, and prioritization.
- Ability to effectively manage workload in a varied paced work environment.
- Effective communication skills, both verbal and written.
- Ability to maintain confidentiality at all times regarding persons and information.
- Knowledge of office etiquette and effective communications skills. Basic knowledge of invoice and purchase order transactions.
- Welcoming disposition – must be willing to accept and serve all who come to St. Paul's
- Listening Skills.
- Must be a quick learner.
- Ability to work well with others in a sometimes stressful environment.

Qualifications

- 1-3 years of Office Experience in a church is preferred, but not required.
- Associate degree in administration, communications, office support preferred
- Respect for the Episcopal Tradition
- Willingness to learn

Additional Benefits

The Parish Administrator is eligible for the following annual benefits:

- 40 hours of annual paid leave time
- Continuing education budget of \$500 per year
- Flexible schedule

To Apply

Please send resume with cover letter to The Rev. Benson Shelton, at bshelton@stpaulshanover.org.

Phone: (804) 537-5516.