



Saint Barnabas Episcopal Church

Job Title: Parish Administrator (PA)

FLSA Status: non-exempt

Classification: part time

Job Description

Who We Are

St. Barnabas is a parish in the Village of Glen Ellyn, Illinois in The Episcopal Diocese of Chicago, and nationally, we belong to The Episcopal Church. We are a community that blends ancient mysteries with a very modern faith. As a community, we are committed to participating in God's mission of reconciliation in the world. We believe that the life, death, resurrection, and ascension of Jesus Christ changed everything, everywhere, for always. We are centered in prayer and worship, and seek to immerse ourselves in answering God's call.

Position Description

As the focal point of the church office, the parish administrator (PA) interacts with a variety of people: congregation, staff, volunteers, service providers, and the general public. The PA performs clerical responsibilities to support church operations and coordinates both print and online communications. The PA reports to the Rector, or to the Senior Warden in the absence of a Rector.

- Expected hours per week: 18 hours (all on-site)
- Salary: \$20/hour – can be higher depending on skillset

Responsibilities

- Prepares weekly service bulletins, as well as bulletins for monthly services (e.g. Taizé Prayer), holidays, funerals, and other special events
- Compiles the weekly newsletter "The Encourager" and organizes other parish mailings
- Maintains member and visitation records; the parish directory; and calendars for the parish and rector (as needed)
- Answers telephone, orders supplies, and receives deliveries
- Coordinates and updates printed and online media
- Other duties as assigned

Skills / Qualifications

- Ability to communicate in a clear, friendly and respectful manner
- Self-motivated with the ability to work independently
- Detail focused with good organizational skills
- Adaptive in using software (including Microsoft Word); online platforms (for example, Squarespace, Facebook, etc.); and current office equipment. Willing to learn new procedures and expand skill set as necessary.

- Physical requirements: typing, occasionally lifting up to 20lbs.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- **Physical Demands:** while performing duties of the job, incumbent is occasionally required to stand; sit; walk; use hands to handle, finger, or use objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and /or move up to 20 pounds, and on occasion maneuver heavier objects with hand truck or other lifting aids. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** Usual office environment conditions

Performance Standards:

- Annual performance evaluation e.g., for non-management professional
- Attainment of annual goals established by manager (Rector or Sr. Warden in absence of Rector) and incumbent

Contact: office@saint-barnabas.net