Job Description: Parish Administrator

- Full-time position (40 hrs/wk) with office hours daily Monday through Friday and occasional responsibilities at other times including evenings or weekends. Flexible schedule.
- Reports directly to the Pastor, works with Prior, Sexton and Hospitality Coordinator and other staff, as well as Treasurer and Vestry.
- Initial evaluation period of three months.
- Previous office experience required; on-the-job training available.
- Computer skills required, especially Mac systems and software. Experience with QuickBooks, Squarespace, and Social Media will be helpful.

To Apply

Send resume with cover letter to Kenny Benge, kenny@redeemernashville.net

Description

Church of the Redeemer is a thriving Anglican church in Nashville’s Oak Hill neighborhood. The Parish Administrator stewards the daily life of the congregation.

Like most functions in the church, the role of Parish Administrator is wide-ranging. Stability, reliability, foresight, wisdom and honesty are required for this position of trust and integrity. Administrative, hospitality and empathy skills are needed.

In watching over the details of our community life, the Parish Administrator is involved in planning, administrative and financial functions and communications. Adaptability, accuracy and attention to detail, confidentiality and creativity are required, as well as the ability to perform routine tasks. A summary of routine duties is as follows:

Parish Life
- Maintain a current membership database, including mailing address and emails.
- Prepare, copy and assemble the weekly worship bulletin, announcements insert, worship bulletins for special services, funerals and weddings as well as miscellaneous print or digital publications.
- Maintain a log of services, especially baptisms, weddings and funerals.
- Participate in weekly staff meetings.
- Attend monthly Vestry meeting (6:30 pm on third Mondays) as recording secretary. Maintain minutes of Vestry meetings.

Communication
- Answer phone calls, emails and other correspondence. Assist walk-in visitors.
- Coordinate the church-wide calendar; handle all requests for facility use.
- Maintain Prayer Chain and other church mailing lists.
- Ensure that church website content is kept up-to-date.
- Direct official social media interactions.
Administrative and Financial

- Replenish office and worship supplies as needed.
- Accounts Receivable: prepare weekly bank deposit and enter donor details into QuickBooks. Retrieve data on online giving for each month and enter details into QuickBooks.
- Accounts Payable: write checks weekly to pay invoices and reimbursement requests, following guidelines for approvals. Coordinate check signing by approved Vestry members and mail checks.
- Maintain spreadsheet with weekly offering totals, weekly designated giving totals, and attendance for each service.
- Staff credit cards: scan monthly statements and distribute to each staff member for coding, backup documentation. Scan their backup receipts, coded statement for monthly data entry by outside accountant.
- Work with outside accountant, banker, church treasurer and outside auditor as required on financial matters.
- Prepare monthly Financial Summary for Vestry; provide Missions and Outreach Committee monthly update on funds available.
- Coordinate the year-end giving reports for donors each January.
- Work with staff, treasurer and Vestry on annual budget development.
- Work with outside auditor to prepare for annual audit (August-October).
- Maintain personnel records, including paperwork for new employees.
- Submit payroll details for semi-monthly pay periods. Includes timesheets for some staff, childcare workers and worship musicians or sound technicians. Responsible for entering any approved salary changes, bonus checks or status changes.
- Maintain governance records, manuals, policies and procedures.

Coordination

- Send reminders and necessary information to church volunteers.
- Coordinate communications with newcomers and church visitors.
- Work with Hospitality Coordinator and other staff regarding details of parish life—meals, special events, etc. (both onsite and offsite)
- Work with Sexton regarding setup and other needs related to church events and facility use.
- Keep public areas in good order, including straightening up the sanctuary after Sunday services. Report areas needing additional attention to Sexton or Hospitality Coordinator.

Benefits

- Full-time, salaried position.
- Paid individual/family medical insurance coverage (after 30 days of employment).
- Other paid benefits including short-term and long-term disability, with optional life insurance and 403(b) retirement plan participation (after first 90 days).
- 10 annual paid vacation days as well as paid holidays days off (after first 90 days).