**PARISH ADMINISTRATOR**

**St. Michael's Episcopal Church, Easley, SC**

***Organized *Detail-Oriented *Proactive and Resourceful***

## Overview

**Ministry Position:** Parish Administrator
**Reports to:** Rector, St. Michael's Episcopal Church
**Hours:** 18 hours/week, 4-day workweek.
**Compensation:** Negotiable, depending on experience and qualifications
**Status:** Part-Time, Hourly, Non-Exempt
**Application Procedure:** To apply, send a resume, and a cover letter to Fr. Dan Wagner at rector@stmec.org or 1200 Powdersville Road, Easley, SC 29642.

## Job Summary

St. Michael's Episcopal Church, the Episcopal presence in eastern Pickens County for nearly seventy-five years, is seeking a highly motivated and experienced administrative professional with solid organizational skills and reliable interpersonal abilities. **The Parish Administrator is a multi-faceted role supporting the spiritual and operational life of the parish through office oversight**, **financial administration by working with our Treasurer**, **facilities management**, **volunteer coordination**, **general record-keeping**, and **assistance** to the Rector, Deacon, and Organist/Choirmaster.

## Outline of Duties

1. Office Oversight
    a. Oversee and coordinate the daily operation of the Parish Office;
    b. Monitor parish correspondence and designated parish e-mail and social media accounts;
    c. Handle reception duties, answer the telephone, and retrieve and respond to voicemail messages, in coordination with clergy;
    d. Coordinate with Rector and Organist/Choirmaster to ensure printing and distribution of all materials needed for regular weekly worship, special services, Vestry and various committee meetings, and Christian Education offerings.
2. Financial Administration
    a. Handle deposits, record giving by parishioners, under supervision of the Treasurer;
    b. Work with Treasurer for materials needed for internal and external audits, weekly bills, and as-needed training for counters;
    c. Work with Finance Committee on an as-needed basis.
3. Facilities Management
    a. Coordinate with Junior Warden to have a parish calendar, keeping track of scheduled use of parish property and scheduled maintenance by contractors;
    b. Purchase and maintain necessary supplies and office equipment; and
4. Volunteer Recruitment & Coordination
    a. With lay leaders and staff, help recruit and organize parishioners for ministries such as worship support, outreach, and parish events;

b. Maintain a current list of individuals who have completed all necessary Diocesan training programs, including Safe Church training and appropriate background checks; and
c. Help foster a culture of joyful service and active lay ministry.

5. General Record-Keeping
    a. Maintain files of parish correspondence documents and other records;
    b. Maintain church membership database, oversee customized mailing lists as requested, and update parish directory; and
    c. Maintain files of Vestry and other parish meetings.
6. Assistance to the Rector and Deacon
    a. Assist with office document preparation, reports, and special projects; and
    **b. Maintain confidentiality and professionalism at all times.**

**Qualifications & Attributes**

- Education – High School Diploma or equivalent required; additional training or certification in office administration preferred.
- Strong organizational, administrative, and interpersonal skills.
- Ability to work independently, prioritize tasks, and maintain attention to detail.
- Welcoming presence with commitment to hospitality, integrity, and **confidentiality.**
- Experience in office management, bookkeeping, and/or nonprofit administration.
- Proficiency in office and financial software (e.g., Microsoft Office, Adobe InDesign or similar platforms); ability to learn church-specific tools (e.g., Mailchimp, Realm/ACS).
- Familiarity with church life; comfortable working in a faith-based setting; knowledge of the Episcopal or other liturgical traditions preferred, but not required.
- Subject to SLED / Church background check and willing to sign confidentiality agreement.
- Alignment with St. Michael's mission statement: "Welcoming all to a relationship with God through Christ; serving in our community."

**Organizational Overview**

St. Michael's began as the presence of The Episcopal Church in eastern Pickens County in 1954. Beginning as an Unorganized Mission, the congregation grew in numbers and strength, becoming an Organized Mission of this Diocese. By 1961, St. Michael's was a self-sustaining congregation which is known as a Parish. The congregation started worshipping at a facility on Southway Street. In 1984, the current site was purchased. In 2003, the parish moved its operation to the Powdersville Road campus. In 2015, St, Michael's added its new Columbarium. The parish's worship style is considered "Broad Church," while adhering to the 1979 Episcopal Book of Common Prayer. This parish excels in its outreach efforts, while enjoying fellowship activities that keep a strong sense of community in place. The parish's website is: www.stmec.org.

**Application Procedure**

To apply, send a resume, and a cover letter to Fr. Dan Wagner: rector@stmec.org or 1200 Powdersville Road, Easley, SC 29642.

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