

**Parish Office Manager  
Position Description  
February 2018  
St. John's Episcopal Church  
Plymouth, Michigan**

St. John's Episcopal Church in Plymouth, Michigan seeks a part-time, personable, and creative office manager. This individual will work with a lively and active laity and staff and will be a key part of the leadership team at St. John's.

**Responsibilities:**

- Be a positive, welcoming presence in the church office
- Serve as primary "point person" for information for church members, visitors, and community
- Coordinate office volunteers to answer phones, fold and stuff bulletins, mailings, etc.
- Answer phones when a volunteer is not available
- Maintain church membership database
- Upload and update website and social media regularly, with content provided by others
- Produce church bulletin, announcement pages, email blasts, prayer lists, annual report, and membership section of parochial report
- Keep church bulletin boards up to date
- Enter and reconcile weekly cash receipts
- Purchase supplies
- Design flyers, brochures, and other documents as necessary
- Process invoices, secure necessary approvals and paperwork for check signers, and issue checks
- Maintain office machines (copier, folding, postage, computers and printers) including contracts, supplies: secure maintenance and updating as necessary
- Produce and maintain regular updates for annual parish directory
- Assist visitors and members with routine requests and questions as necessary
- Maintain all "official" church files per Chapter IX of the Episcopal Church's "Manual of Business Methods in Church Affairs"
- Maintain and schedule Church calendar
- Produce vestry binders, new member information/packets
- Schedule maintenance technicians into the Church for occasional needed repairs of plumbing, heating, air conditioning and electrical equipment throughout our buildings
- Obtain quotations for repairs, maintenance services or equipment replacement on behalf of the church and the Property Commission for review and action by the vestry
- Maintain a building key and access code log, issuing out or returning to inventory our physical keys for the building; issue access codes or delete them from the electronic keypad door lock system
- Supervise the services of our outside service providers and ensure that contracted items and services are performed to the agreed schedule and to our satisfaction
- Other duties as requested by Rector (Senior Pastor)

**Skills:**

- Excellent ability to use publishing software (parish bulletin, announcement page)
- Excellent skills in Microsoft Office (Word, Excel and Power Point)
- Strong computer skills including ability to do research on the internet
- Graphic arts background is a plus
- Website and social media management
- Ability to recruit, train, schedule and support volunteers for receptionist duties, light administrative and clerical duties, and other duties depending on gifts, skills and availability
- Excellent interpersonal skills
- Strong writing skills including excellent grammar and spelling
- Familiarity with mainline liturgy and church practices
- High attention to detail
- Ability to work under stress and meet deadlines in a timely manner
- Ability to maintain confidentiality and boundaries
- Sense of humor
- Flexible

Reports to: Rector

**Hours:** 26 hours per week – schedule negotiable

**Benefits include:** Paid vacation and holidays, group life insurance, pension plan. Position not eligible for medical/dental coverage.

**Salary:** Negotiable based upon experience

Please submit cover letter and resume via e-mail to [ekneedleman@yahoo.com](mailto:ekneedleman@yahoo.com) or mail to:

St. John's Episcopal Church  
574 South Sheldon Road  
Plymouth, MI 48170

A background check is required.

Current or former members of St. John's Episcopal Church will not be eligible for this position.