

## **St. James Parish, Farmington CT**

### **Parish Administrator**

The Parish Administrator provides administrative support directly to the Rector and is responsible for the administrative functions within the Parish while facilitating cooperation and coordination among the staff, Vestry, committees, and volunteers. The duties of the Parish Administrator fall into four main priorities. One of the highest priorities of St. James is to welcome newcomers into our Parish community. A second priority of St. James is serving the pastoral care needs of our members and newcomers. A third priority for St. James Parish is communicating information efficiently and effectively, using a variety of modes. A fourth priority is giving administrative support to the Bookkeeper, Treasurer, and Finance Committee.

The Parish Administrator must be personable, approachable, respectful, courteous and helpful to the Rector, the staff, the parishioners and visitors. It is important to honor the efforts of volunteers and communicate gratitude and welcome to them. Due to the very sensitive nature of this position, there must be strict confidentiality in all areas of the position.

#### **Required Skills**

1. Ability to communicate verbally and in written form.
2. Proficiency in Word, Excel, Outlook.
3. Ability to create flyers, newsletters, spreadsheets, etc.
4. Ability to maintain a church management system.
5. Ability to work with our webmaster to update and maintain the St. James website with current information
6. A general familiarity with church activities, services, etc.

#### **Work Hours**

1. This position will require 20 hours per week - Monday through Thursday, 9 AM to 2 PM, with the possibility of a future expansion of hours.
2. Three weeks of paid vacation – dates to be approved by the Rector.
3. Paid holidays as follows: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the Friday following, Christmas Eve and Day, New Year's Eve, and New Year's Day.

#### **Performance Reviews**

The Rector will conduct a formal annual performance review.

Questions, or to apply, contact the Reverend George C. Roberts at [rector.st.james@sbcglobal.net](mailto:rector.st.james@sbcglobal.net) or 860-677-1564.