

CHRIST CHURCH ELIZABETH CITY
Parish Administrator Job Description – October 29, 2025

PURPOSE OF POSITION: The Parish Administrator is accountable for the overall operation of the Parish's business, financial, human resources and staff/parishioner communication functions. The Parish Administrator acts as the organizational, financial representative of the Rector and carries out fiduciary accountabilities on behalf of the Parish. **The Parish Administrator reports directly to the Rector and works at the pleasure of the Vestry.**

POSITION SUMMARY - Working closely with and under the supervision of the Rector, the Parish Administrator provides administrative and facilities support for Christ Episcopal Church. The duties include, performing administrative support related to financial concerns, membership and general administrative duties, which include, but are not limited to preparing accounts receivable, making deposits and posting deposits, payroll, accounts payable, preparing quarterly contributions statements, purchasing supplies, keeping an inventory of supplies, bank account reconciliation. Other administrative duties include, but are not limited to, website maintenance, social media, email, organize and edit weekly service schedule of duties for the ushers, greeters, acolytes, etc., prepare and edit the weekly service bulletins, update and maintain all monthly calendars, maintain a ministry leadership directory, weekly eNews via Constant Contact, manage church volunteers, assist Jr. Warden in scheduling repairs/building and grounds items, attend all vestry meetings, Support streaming Sunday services to the parish YouTube channel, follow up with all visitors, and other duties as may be assigned. It is most important the assistant familiarize his/herself with the church members, getting to know them, and assisting with their needs.

BENEFITS - Parish Administrator shall receive the following benefits: (a) Two weeks paid vacation, plus holidays as declared in the sole discretion of the Church; (b) medical insurance as per diocese plan; (c) sick leave as provided by paragraph 14(D) as found beginning on page 8 of the Christ Episcopal Church Personnel Manual; (d) 5% of annual salary contribution towards pension, with a 4% match with employee participation. Parish Administrator shall have National Holidays leave at full compensation. Vacation days shall be arranged well in advanced between the Rector and Parish Administrator.

SALARY - The Parish Administrator salary is commensurate to experience.

KNOWLEDGE, SKILLS and ABILITIES

- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Must have the ability to assist Church members and community members with concern and empathy, using an appropriate level of respect, confidentiality and privacy.
- Must have knowledge of a variety of computer software applications and word processing, spread sheets, data base and presentation software, including but not limited to MS Word, Excel, Power Point, CANVA, mychurchevents.com, Constant Contact, social media communication and parish website updates (via WordPress).
- Must pay close attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Must consistently demonstrate the ability to respond to changing situation in a flexible manner in order to meet current needs, such as reprioritizing work as necessary.
- Shall maintain the absolute confidence of amounts pledged by parishioners during the Annual Stewardship Drive, and shall not ever share this information.

WORKING SCHEDULE – Full-time position, to include but not limited to, the church office hours of Monday through Thursday, 8:30am to 4pm; and Friday, 8:30 to NOON.

TRAINING – Upon hire, a period of training with the outgoing Parish Administrator and the current Interim Rector will assist the new Parish Administrator as responsibilities are added to the new Parish Administrator's portfolio as noted in the Position Summary.

Resumes can be sent to The Rev. Dr. William Carl Thomas, Interim Rector at williamcarlthomas@gmail.com or 252-876-6841.