

Job Posting  
Parish Administrator  
Church of Our Saviour  
21 Marathon Street  
Arlington, MA 02474

October 1, 2020

Church of Our Saviour in Arlington is seeking a part-time parish administrator.

We are a small, vibrant Episcopal church with about 40-50 people on a Sunday. Theologically progressive and attuned to social justice, we have an active ministry with children. The people of Church of Our Saviour are creative, tech savvy, and open to new ideas. Diversity in the congregation is valued, and there are a number of LGBT+, interfaith, and multiracial households. Faith is rich and real.

Due to the pandemic, we're still conducting most of parish life remotely and via Zoom, but staff are welcome to work in the church building. The Parish Administrator would ideally do some work on site, but could complete portions of their work remotely. We seek a candidate willing to experiment with new ways of conducting church life, while remaining flexible as we shift between remote and in-person parish life.

Qualities in a candidate include:

- Flexibility
- Strong attention to detail, ability to multitask and work independently
- Proficiency in MS Word and Excel, Google Groups, Google docs and sheets, Zoom, and ability to quickly learn new technology (such as the Servant Keeper database, mailchimp, sign-up genius, etc.)
- Good organizational, communication and interpersonal skills
- Ability to maintain confidentiality and healthy boundaries
- Ability to work collaboratively with the Rector, staff and volunteers, and people from the wider community.

Duties and responsibilities include:

- 1) Preparing for worship
  - Use Google docs to produce weekly Sunday leaflet
  - Abide by copyright laws by inserting music copyright citations and reporting hymn use in a timely manner
  - Once in-person worship resumes, print and copy leaflets
  - Produce worship leaflets for special services, including funerals, weddings, Christmas, Ash Wednesday, and Holy Week
  - Use Mailchimp to produce, edit and send weekly parish announcements
  - Ensure that all volunteer slots on the Sunday rota are filled
  - Provide other logistical and administrative support as needed

- 2) Office and building management
  - Serve as point of contact between parish, vendors, renters, and visitors
  - Respond to phone calls, email and mail
  - Maintain electronic and paper files
  - Update the parish database, email lists, and parish google calendar
  - Produce annual report and prepare for annual meeting
  - In a timely manner, complete and file reports to the diocese (such as the yearly parochial report)
  - Interface with cleaning, snow and landscaping companies
  - Use parish database to produce mailing labels and directories
  - Order and stock supplies as needed
  - Monitor ice conditions and put down salt on sidewalks as needed
  - Work with parish property committee to address maintenance needs for the building and elevator
  - Maintain copier and other office equipment
  - Make sure trash and recycling get taken out
- 3) Rental management
  - Respond to rental inquiries and provide tours to potential renters
  - Ensure that renters complete contracts and required paperwork
  - Send invoices and ensure timely payment of rental fees
  - Work with renters as needed to resolve concerns
- 4) Maintaining compliance with parish and diocesan safe-church policies
  - Ensure that clergy, staff and volunteers complete safe-church training as required
  - Ensure that clergy, staff and volunteers undergo regular background checks as required
- 5) Interface with members of the community requesting assistance
  - Respond to requests from people in the wider community seeking financial or practical assistance
  - Provide referrals or responses in consultation with the rector

Total average hours estimated for the position: 19 hours per week. The candidate should expect to work 4 or 5 days a week, primarily weekday mornings. However, precise hours are negotiable. Compensation is dependent on the education and experience level of the successful applicant. Interested candidates should send a cover letter and resume to the Rector, Malia Crawford, at [rev.maliacrawford@gmail.com](mailto:rev.maliacrawford@gmail.com)

#### Statement of Non-Discrimination

As a parish of the Episcopal Diocese of Massachusetts, Church of Our Saviour does not discriminate in admission, employment, or administration of its programs and activities on the basis of race, national or ethnic origin, color, religion, sex or gender (including

pregnancy, sexual orientation, gender expression, and gender identity), age, disability, genetic information, military service, or any other characteristic or class protected under applicable federal, state, or local law. The church complies with all state and federal laws that prohibit discrimination, including Title VII of the Civil Rights Act, Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, the Equal Pay Act and the Age Discrimination in Employment Act.