

**SWARTHMORE PRESBYTERIAN CHURCH**  
**Position Description**

**Title:** Parish Administrator

**Type of Position:** Salaried and part-time employee, 25 hours per week

**Overview and Position Summary:**

Swarthmore Presbyterian Church (SPC), a congregation of the Presbyterian Church (USA), is a vibrant and growing church community, with approximately 650 active members. SPC is seeking a new Parish Administrator, responsible for carrying out the administrative work of the church to support and advance the church's mission. The Parish Administrator provides administrative support to the pastors, the work of the Session, and the congregation. Our ideal applicant is an excellent and effective writer, able to communicate to different intended audiences, and a good editor. The person is highly organized, detail-oriented, able to manage multiple responsibilities at one time, and able to manage projects according to deadlines. The person must have a passion for excellence as they support the ministry and mission of the church. Professionalism, warmth, an appreciative spirit, as well as discretion, are paramount in dealing with the staff of both the church and nursery school, church members, and the community. The work culture is highly collegial and supportive and requires a high degree of responsibility and commitment to the mission of the institution.

**Requirements and Skills:** Data management, strong communication, writing, and editing skills, high interpersonal skills, with the desire and ability to engage the congregation, skill in the use of technology, ability to learn quickly, nimbleness, resourcefulness, ability to juggle multiple tasks and to prioritize them. The ideal candidate would already have facility in using many of the following applications and would be able to learn with agility and resourcefulness any new programs and applications: Office 365 (Word, Excel, Publisher, Outlook, PowerPoint), Sharepoint, One Drive, Windows 11, Servant Keeper, Mail Chimp, Google applications (Drive, Docs, Sheets, Forms, and Sites), Adobe Acrobat, Signup Genius, YouTube Studio, Audio-Video and Livestream systems, Zoom, Podbean, QR Code Generator, and Windows Movie Maker.

**Reporting Relationship:**

The Parish Administrator reports to the Pastor/Head of Staff. The person works closely with the church staff, the Session, the church's committees, and the Nursery Day School staff.

**Responsibilities:**

- Administratively supports the work of the Session, which is the governing board of the church. Works with the Clerk in the monthly preparation of the Clerk's report. Works with the Moderator (Pastor) to prepare monthly agenda. Compiles and stores the minutes of the Session and the Session committees' minutes and distributes Session materials. Communicates with Session, as directed by the Pastor, and supports the technology set-up for Session meetings. The Parish Administrator also provides support to annual officer training, onboarding, and committee chairperson training.

- Prepares Session's annual statistics reports. Is responsible for the producing the annual report.
- Keeps the staff and congregation informed about pertinent denominational business at the national and presbytery levels. Ensures that SPC is meeting its denominational administrative responsibilities to these bodies.
- Provides administrative support to Congregational Care by attending weekly congregational care meetings, supporting Deacon's flower ministry, working with Associate Pastor for Congregational Care to compose and produce weekly intercessory prayer email, and supporting the prayer ministry of weekly prayer letters and Wednesday Morning Prayers.
- Provides administrative supports for memorial services and serves as a liaison to the Marthas, who host the receptions after memorial services. Creates bulletins for memorial services. Produces announcements of members' deaths, produces the Book of Saints, and updates church's membership records.
- Serves as the staff liaison to sextons, ushers, and AV Team for all worship services, ensuring that worship services, including the livestreaming of services, are executed with integrity.
- Supports congregation-wide events. Serves as the staff liaison to the Parish Life Committee, including coordinating the seasonal schedule for kitchen organization by volunteers and oversight of supplies.
- Serves as staff support to Membership Committee, writing introductions of new members for church communications, updating prospective member list, preparing welcome letters, administrating the monthly emailed invitation to Newcomers' Gatherings. Also provides administrative support for baptisms.
- Composes congregation-wide communications as directed by Head of Staff. Is responsible for specific annual and seasonal communications, such as the anniversary mailing and All Saints' mailing. Composes occasional content for church communications that fall outside Worship & Music, Christian Formation, Outreach, and Stewardship. Prepares liturgist announcements for weekly worship services.
- Maintains the church calendar and space reservations.
- With discretion, maintains the church database, including member records. Maintains the financial stewardship mailing list, keeping member information up to date.

- Maintains Member website.
- Attends and supports weekly staff meetings and occasional staff events, such as staff celebrations.
- Supports monthly Committee Night, by making room assignments, providing hybrid meeting options, and communicating pertinent announcements.
- Other duties as assigned.

**Weekly Schedule:** 25 hrs./week, including Monday, Thursday, Friday, 12:30 p.m. – 5 p.m., Tuesday, 9 a.m. – 5 p.m. (except for 2 Tuesdays/mth, 9 a.m. – 2 p.m. and 6 p.m. – 9 p.m.), and Sundays, 9 a.m. –12:30 p.m.