The position of Parish Administrator for The Church of St. Philip & St. James is a part-time position, averaging 12 hours per week spread (optimally) over three days. There is flexibility in scheduling, and the salary is $15 per hour. While the position is multifaceted, none of the many duties in itself requires a large amount of time. The duties grouped and listed below are not in order of priority.

- **OFFICE WORK**
  1. Filing & file management
  2. Record keeping
  3. Correspondence: mail & email
     Open and respond or distribute making sure it is logged in with the date.
  4. Telephone & messages
     Answer phones: answer and/or pass on messages
  5. General communications
  6. Inventory / supplies
  7. Parish Records & Registers
     Maintain parish register (baptisms, confirmations, weddings, funerals &c.); lists of members & friends, anniversaries, birthdays, and Book of Remembrance; Parish history & archives
  8. Events
     Tracking and reporting parish and diocesan events: special services, meetings, brunches, confirmation dates, etc.
  9. Office Equipment
     Arrange for maintenance & service

- **EDITORIAL WORK**
  1. Liturgies and services
     Prepare, print and copy bulletin, hymn sheets, readings. PoP, announcements, psalm sheets; distribute in advance by email to appropriate ministers
  2. Newsletter
  3. Seasonal letters
     Prepare and mail appropriate-to-the-season and other parish letters concerning a specific activity to the current Parish and/or Friends mailing lists

- **ACCOUNTING & TREASURER ASSISTANCE**
1. Contributions, receipts & bills
2. Payroll
   Record fortnightly payroll and report to diocesan payroll service
3. Entries in Viansoft (& QuickBooks, as needed)
   Log in weekly contributions in Viansoft® Church Contribution System
4. Work with parish treasurer and communicate with Diocese
5. Contribution reports to givers
   Generate and distribute statements of giving.
6. Bank deposit
   (prepare if not already done on Sunday)
7. Computer Backups

• MISCELLANEOUS
1. Liaison person
   With Diocese & Deanery; NY Logos Church, community, clergy.
2. Vestry
   Preparation of agenda with Priest-in-Charge/Wardens; email agenda & minutes;
   print copies of agenda, minutes & reports; attend Monthly Vestry Meetings as able
   (with voice but no vote) to report on daily parish activities.
3. Annual Meeting
   Coordinate preparations for the Annual Meeting with the Priest-in-Charge, Vestry,
   and Wardens; print copies of agenda, minutes & reports
4. Scheduling
   Maintain master schedule in office; arrange for major and/or minor maintenance
   repairs with appropriate service company (the Vestry authorizes Administrator to
   initiate any emergency service call required providing it is under $500.00.
5. Keeping Fr. Ted in line