

**ST. ANDREW'S EPISCOPAL CHURCH  
ANN ARBOR  
POSITION DESCRIPTION – PARISH ADMINISTRATOR**

**Summary of Position**

Responsible for personnel administration; maintenance of the church buildings; general office administration, supervision of communications coordinator, custodian, and housekeeper. Serves as secretary to the Rector. The position requires attention to detail, flexibility, and an ability to deal with people and the unexpected.

**Accountability**

Reports to the Rector.

**Responsibilities**

- I. Personnel Administration
  - a. Maintains personnel file for each employee
  - b. Administers insurance programs for health, life, long-term disability, vision, and dental coverage.
  - c. Administers retirement plans.
  - d. Assists employees with insurance claims and other questions regarding employment.
  - e. Maintains contacts with the Diocese, third party insurance providers, the national church, and the National Church insurance company.
  - f. Assists the Rector and Vestry in personnel matters.
  
2. Maintenance of Church Buildings
  - a. Supervises cleaning, upkeep, and repair of physical plant.
  - b. Provides for and supervises all repair persons or contractors needed for maintenance of the physical plant.
  - c. Works with Buildings and Grounds Committee to set capital expenditure priorities and determine solutions to problem areas.
  - d. Assists capital fund committees and oversees all capital projects.
  - e. Works with the Landscape Planning Committee on grounds upkeep and enhancement.
  - f. Responds to building emergencies and provides direction.
  - g. Maintains church property security, alarm calls, and provides for any other security measures as needed.
  - h. Provides and controls key system.
  - i. Works with Finance Committee to coordinate building expenditures, serves as the finance Committee Secretary.

3. General Office Administration
  - a. Maintains and provides office supplies and equipment.
  - b. Schedules and oversees use of buildings and facilities by others.
  - c. Works with volunteers as they relate to office and to buildings and grounds.
  - d. Assists office staff in general operation of the office, providing decisions and direction when necessary.
  - e. Greets and assists all persons having business with the church.
  - f. Provides administrative support for the Breakfast Program.
  
4. Selects (in consultation with the Rector), supervises, and conducts employment reviews of other staff members
  - a. Communications Coordinator
  - b. Housekeeper
  - c. Custodian/Sexton
  
5. Secretary to Rector

### **General Qualifications**

- a. Respect for St. Andrew's as a place of worship
- b. Welcoming, open and helpful manner.
- c. Respect for confidentiality of information
- d. Ability to work with a variety of personalities in a flexibly structured environment.
- e. Good communication and supervisory skills
- f. Ability to work independently and with others to set and accomplish goals.
- g. Neat and presentable appearance

### **Specific Qualifications, Education, and Training**

- a. Training in business administration or equivalent experience.
- b. Knowledge of fund accounting principles
- c. Word-processing skills
- d. Attention to detail.
- e. Knowledge of Liturgy helpful, but not required

### **Caveat**

The above describes the general nature and level of the work performed by an employee assigned to this position but is not an exhaustive list of all duties.