

Good Shepherd Episcopal Church, Tryon, NC

Job Description—Parish Administrator

Job Summary:

- ❖ The Parish Administrator is the key staff member who supports the mission and ministries of the Church by managing day-to-day administrative and finance operations, facility and cemetery administrative management, and communications. This position requires professionalism, discretion, accuracy, and a warm, and welcoming presence to parishioners and the wider community.
- ❖ The position is part-time (10 hours per week), flexing to accommodate any evening or weekend work.
- ❖ The Parish Administrator reports to the Senior Warden.

Key Responsibilities

Administrative, Office and Finance Management:

- ❖ Serve as point of contact for parish and cemetery communications, receiving and distributing mail, answering phones, responding to emails, phone calls and in-person inquiries.
- ❖ Assist in the preparation and copying of the weekly service bulletin.
- ❖ Maintain parish records including membership, baptisms, weddings, funerals, and cemetery plots and memorial garden niche records.
- ❖ Prepare expense vouchers with supporting documentation, donor statements, year-end Form 1099s, and W-2s and inputs deposit and expense information into accounting system on a weekly basis.
- ❖ Manage office supplies, equipment and vendors.
- ❖ Support the Priest-in-Charge, Senior and Junior Wardens and ministry leaders with administrative needs.

Facility, Cemetery and Contract Management

- ❖ Collaborate closely with Junior Warden/Building and Grounds Committee and Cemetery Committee Chairperson regarding overseeing/implementing their priorities, including maintaining

contractor list, plot and niche purchases, and contact information, ensuring access to such information as needed.

- ❖ Develop, maintain and oversee all contractual agreements, including monthly invoices and follow-up on contracts/agreements.
- ❖ Primary point of contact for and monitors maintenance and other contractors, and orders custodial supplies.

Communications

- ❖ Assist Communications Director to update and keep current church website and prepare signs and brochures and maintain church's social media presence: Facebook, Twitter, Instagram, etc.
- ❖ Develop and maintain an organized filing system while overseeing the transition to an electronic document management solution.
- ❖ Maintain the church's database and permanent document maintenance, including Directory, Bylaws, vestry minutes, etc.

Qualifications:

- ❖ A high school diploma, college degree and or experience in an administrative support role or office management.
- ❖ Excellent communication skills, both written and verbal.
- ❖ Ability to maintain confidentiality and work with sensitive information.
- ❖ Strong organizational and time management skills, and ability to manage multiple priorities.

Work Hours and Compensation:

- ❖ Part-time (10 hours per week) at \$25.00 per hour

How to Apply:

- ❖ Please submit your resume and names and contact information of two references to Janice Booker Wyatt (Sr. Warden) at bookerja@msn.com by Wednesday, March 11, 2026.