Part-Time Parish Administrator for Christian Church

Parish Overview: Saint Gabriel the Archangel Episcopal Church

Saint Gabriel the Archangel was established in 1960 in Cherry Hills Village and welcomes an average Sunday attendance of 160. In addition to proclaiming and celebrating the good news of Jesus Christ, we provide outreach services to neighbors near (such as MetroCaring food bank, Saint Francis Center homelessness day shelter, HAAT Force South Metro cold weather housing vouchers, and Bessie’s Hope) and far (Jamaica Medical Mission and the Colorado Haiti Project). For more information, please visit our website at www.stgabriels.org to learn about our ministries, current staff, and vision.

Nature of Position:

The Parish Administrator is a part-time position (25 hours per week) and requires: strong organizational skills: computer and technological savvy: acquaintance with website and social network communications; a demonstrated ability to self-motivate and work by oneself; and knowledge of and commitment to church ministry. The Parish Administrator serves a key role in supporting the congregation’s mission and vision by carrying out extensive administrative duties and supporting the Rector’s calling as shepherd and servant-leader.

Knowledge, Skills, and Abilities Required:

1. Ability to manage multiple tasks and meet deadlines
2. Possesses strong organizational skills
3. Experience in Microsoft Office (Publisher, Word, PowerPoint and Excel), database management, mail merge and other applications
4. Highly motivated, team player
5. Communicates clearly and effectively in verbal and written communication
6. Exhibits patience, sensitivity, and flexibility
7. Command of office and clerical skills
8. Ability to identify and solve problems in a timely manner
9. Dependability
10. Understanding of the need to maintain confidentiality
11. Ability and desire to learn new skills and applications

Scope of Position: Reports to the Rector

Responsibilities Include, But Are Not Limited To:

- Ensure worship bulletins are created and printed weekly
- Maintain parish membership records
- Maintain personnel files and ensure compliance with required policies and procedures.
• Assist in compiling information and producing reports to the Vestry, the annual parochial report, the annual parish report and other reports as needed
• Work with auditors on annual audit report
• Be responsible for building security including weekly electronic door scheduling
• Assist Stewardship team and parish bookkeeper during annual pledge drive
• Facilitate the delivery of congregational care to members in need
• Assist in maintaining the church’s physical plant including church offices and grounds
• Assist in preparing for scheduled liturgical services and other special services, such as weddings, funerals and baptisms, as needed
• Ensure the worship space is ready for scheduled services

**Education and Experience Requirements:**

Minimum requirements include a demonstrated proficiency in computer applications and experience in content creation. A writing sample must be attached to the applicant’s resume. A college degree is preferred but not required. In lieu of a degree, an applicant’s relevant work experience will be taken into consideration. Preference will be given to candidates with experience in Christian ministry work and/or who have a demonstrable understanding of and appreciation for the Episcopal Church and Anglican tradition.

**Salary:**

$17-$20 per hour depending on experience.

**Application process:**

If interested, please apply with a cover letter, references, writing sample and resume to the Rev.’d Chris Ditzenberger, Rector – cditzenberger[at]stgabriels.org.