



St. Stephen's Episcopal Church & The Vine, Ferguson

Job Description: Parish Administrator

Ministry Purpose: Providing administrative support for staff, lay volunteers, and church activities/programs.

Accountable to and supervised by the Priest-in-Charge

Qualifications

Experience:

- A minimum of 2 years previous experience in office administration
- Previous experience in using office computer software and systems word processing, data base, networking, web page, email, social media, etc.
- Completed High School degree. Associates' Degree or higher preferred.

Skills:

- Good organization and prioritization skills
- Ability to delegate to volunteers
- Good interpersonal skills - specifically an ability to welcome and interact with a wide variety of people and programs in an Episcopal Church
- Team player
- Careful attention to detail
- Works well under pressure/with constant interruptions
- Creative problem solving
- Excellent written and oral communication skills, i.e. editing and proofreading skills
- Adaptable and willing to learn new skills

Primary Responsibilities

The Parish Administrator will:

1. Manage visitor/membership information (updating mailing lists)
 - Update Church Windows Database (active, inactive, and archived member information, transfers in and out, record attendance, baptisms, confirmation, weddings, funerals)
 - Maintain member hard copy files
 - Maintain parochial statistics
 - Provide weekly visitor information to the Priest-in-Charge and the Invite/Welcome team for review/follow-up

2. Provide administrative support in office functions for the ministry staff and programs of the church

- Maintain the Congregational & Building calendar
- Make website changes to ststephensandthevine.org and facebook.com/ststephensferguson
- Provide support to various leadership groups and committees
- Coordinate/prepare bulletins for funerals or special services
- Coordinate/prepare mailings
- Prepare and send the weekly Grapevine Newsletter through Constant Contact
- Create/run/update reports and information as needed or requested
- Order support information for staff/members
- Record and order altar flowers for weekly services or special events

3. Serve as receptionist and/or train & coordinate volunteers to serve as receptionists

- Answer phones
- Welcome visitors

4. Perform office management duties:

- Assist staff and members in use of office equipment, phone system, and software as needed
- Maintain office equipment – copier, phone, computers, fax machine – order supplies, schedule repairs, troubleshoot
- Process mail (incoming and outgoing)
- Check and respond/forward church email & phone messages
- Receive deliveries
- Act as resource person to members and staff
- Create bulletins for weekly services, funerals, and special services
- Order other supplies, as needed

Software Skills: Google Apps Suite, Google Chrome, Word Press to maintain the website, Constant Contact to send out the weekly e-newsletter, Facebook & Instagram to update social media, Church Windows, Windows 11

Scope: 12 hours per week

Maintain a time sheet and report hours to the Priest-in-Charge and Treasurer for bi-weekly pay checks

Starting Pay \$20.00/hour

By Wednesday, March 25, 2026: Please submit a cover letter and resume to the Rev. Dr. Teresa Danieleley by email at teresa@ststephensandthevine.org with “Parish Administrator” in the subject line or mail/in person to her at St. Stephen’s Episcopal Church, 33 N. Clay Avenue, Ferguson, MO 63135.

The Episcopal Church strives, with God's help, to affirm **all** people with respect, dignity & equity - all races, all genders, all sexual orientations and gender expressions, all ethnicities, all nationalities, and all abilities. Our affirmations are rooted in God's abundant love, shown to us through Jesus Christ and proclaimed in our Baptismal Covenant. Every one of us is a beloved child of God. <https://diocesemo.org/welcome/about/episcopal-beliefs>