



## **Parish Administrator (Part-Time)**

### About the Church

We are an inclusive and welcoming congregation in the heart of La Grange, Illinois, that just celebrated our 150<sup>th</sup> anniversary. We are currently seeking a part-time parish administrator to serve as the central communications hub for the church and supervise our daily operations. Our goal is to be a model employer that helps our staff to thrive both personally and professionally.

### Position and Hours

Based on the duties described below, we believe the position will call for about 30 hours/week, although this is negotiable. We are also open to the possibility of a job share, which would reduce the number of hours required. Candidates who cannot work a 30-hour week are encouraged to apply. Times of work are somewhat flexible but in-person availability during normal business hours will be required. Occasional evening or weekend work is required.

### Education and Experience

We would prefer a candidate with experience working in a church setting. Familiarity with the Episcopal Church or other Anglican traditions is a plus. The ideal candidate has administrative experience, excellent organizational and communication skills, and comfort with Microsoft Office and other common PC applications.

### Compensation and Benefits

The anticipated range of pay is \$20 to \$25 per hour, depending on qualifications, with four paid weeks off annually plus compensatory time off after busy holiday periods. Emmanuel also currently provides 14 paid holidays per year. Lay employees scheduled to work at least 20 hours/week receive a 5% contribution to the Episcopal Church's pension plan plus matching up to another 4% of salary. In addition, lay employees scheduled to work at least 30 hours/week are eligible for health and dental insurance with premiums paid by the church.

### Primary Responsibilities

- Keep regular office hours and present the public face of the parish by welcoming people who enter the building, answering telephone calls, and handling incoming and outgoing mail.
- Coordinate building use by scheduling events, maintaining the calendar, reviewing use requests from internal and external users, and communicating maintenance needs to the sexton and parish leadership.
- Prepare and print all liturgical materials for worship, including the bulletin, lector's sheets, and announcements. This requires collecting the lectionary readings, the prayers that change weekly or seasonally, and graphics for the music selected by the Music Director. Bulletins are then circulated among the staff for revision prior to printing.

- Utilizing Breeze church management software, maintain membership records and enter donations on a weekly basis.
- Utilizing Church Windows software, print checks for the treasurer's signature as directed.

#### Additional Responsibilities

- Work with stakeholders to keep the church website updated with current activities. There is also the possibility of doing social media communications and/or graphic design projects if it aligns with the candidate's interests and abilities.
- Order office supplies and other items as directed.
- Prepare materials for monthly vestry meetings and annual parish meetings.
- Email giving statements on a quarterly basis and be the first point of contact to resolve any discrepancies.
- Coordinate for special events such as concerts and the annual garage sale.
- Keep records of baptisms, weddings, funerals, etc.
- Post an audio recording of the Sunday sermon to the church website.
- Distribute and track keys to the church in keeping with parish policies.
- Provide administrative support to the rector and other parish leaders.
- Other duties as assigned by the rector.

#### Application Information

A rolling review of applications will begin on April 15, 2025. To apply or for additional information, please email [jobs@eeclg.org](mailto:jobs@eeclg.org). All applications will initially be held in confidence. Please note that hiring requires successful completion of a background check and safeguarding training, and that references will be checked.