



St. Stephen's Episcopal Church, Troy, MI  
Parish Administrator Job Description

**A. Position Overview**

We seek a detail-oriented and personable Parish Administrator to support our vibrant faith community through effective organization and communication. This part-time role serves as a vital link between our congregation, community partners, and service providers while maintaining our church's welcoming and professional presence. This work is an integral part of the central values of our faith community: unrestricted welcome, service and outreach, and social and environmental justice.

**B. Duties and Responsibilities**

*Communications Management*

- Handle incoming phone calls, emails, and visitor inquiries with warmth and professionalism
- Maintain and update church website, social media accounts, and email communications
- Prepare newsletters, announcements, and promotional materials for parish events
- Oversee weekly bulletin production, including content coordination with clergy and ministry leaders
- Process daily mail, including sorting, distribution, and handling correspondence
- Manage parish database and membership records
- Coordinate bulk mailings for newsletters, stewardship campaigns, and special events
- Maintain mailing lists and ensure accurate addressing for parish communications

*Facility and Rental Management*

- Coordinate use of the building and maintain church calendar
- Manage relationships with building users, including regular renters and prospective renters
- Coordinate rental agreements, scheduling, and payment collection
- Collaborate with staff to facilitate building maintenance, cleaning, and inspections
- Ensure facility compliance with diocesan and local regulations

*Administrative Support*

- Provide general administrative assistance to clergy and staff
- Regularly attend staff meetings
- Maintain office supplies and equipment
- Support stewardship and fundraising communications
- Additional duties may be assigned by the Rector.

### **C. Required Qualifications**

- 1-3 years of experience in office manager position, preferably in a church setting
- Strong customer service skills, including the ability to work with people of different backgrounds and experiences
- Strong organizational, time management, and problem-solving abilities
- Excellent interpersonal and communication skills; must be a team player.
- Ability to maintain appropriate confidentiality with personnel, financial records, personal or pastoral matters which are entrusted to the Church.
- Proficiency in Microsoft Office Suite and social media communications, and willingness to learn church management software
- Ability to work with or learn about graphic design tools (e.g., Canva) is preferred.

### **D. Compensation and Benefits**

- This position reports to the Rector (senior pastor) of St. Stephen's
- This position is part time, expected at 25 hours a week. Schedule could be negotiated, with a minimum 3 days a week in the office.
- This position will be paid at an hourly rate of \$24.25. Payment will be made twice monthly.
- This position includes life insurance benefits and pension benefits, paid vacation, and sick and personal days.
- This position does not include health benefits. The individual is eligible to opt in to the health insurance of The Episcopal Church for a premium. More information is available upon request.

### **Application:**

- To apply, please submit an employment application and a letter of interest to The Rev. Dr. Gerardo Aponte-Safe at [gerardo@ststephenstroy.org](mailto:gerardo@ststephenstroy.org).
- Three (3) strong, current references will be required as part of the interview process.

### **About St. Stephen's**

We are a community of faith that values diversity, acceptance, and respect for all, where everyone can gather together to worship, learn, and serve. We believe life is a spiritual journey, and we invite everyone to journey with us as we walk the Episcopal way of love, mission, and service. Many of us started our faith journeys in another denomination or no church at all. We are a community that feeds people—body, mind, and soul—through various outreach ministries, including partnerships with Lighthouse, Rise Against Hunger, the Baldwin Center (Pontiac), and the Church at Crossroads (Detroit). We invite all to explore our parish, where they are welcome no matter who they are or where they find themselves on life's path. We are a friendly parish, a place where everyone may draw near to God and a place where all can grow in Christian faith and spirituality. Learn more about us on our website at [www.ststephenstroy.org](http://www.ststephenstroy.org).