

Parish Administrator (Part-Time)

St. John's Episcopal Church — Ellicott City, Maryland

Position Title: Parish Administrator (Part-Time / 25 hrs/week)

Reports To: Rector

Position Status: Part-time, hourly, non-exempt position of 25 hours per week.

Compensation: \$22–\$28 per hour (commensurate with experience)

Estimated annual range: **\$28,600–\$36,400** based on 25 hrs/week.

Benefits are available in accordance with the guidelines of the Diocese of Maryland.

About St. John's Episcopal Church:

St. John's Episcopal Church is a program-sized, welcoming parish in Ellicott City committed to worship, discipleship, and service in the Episcopal tradition. Our parish ministry includes a vibrant parish day school and many active ministries led by program staff and lay leaders. Our community values hospitality, spiritual growth, and collaborative ministry across all ages and backgrounds. We engage parishioners and neighbors through meaningful worship, lifelong Christian formation, and active outreach.

Position Summary:

The Parish Administrator provides administrative and operational support to the Rector and parish staff, facilitating effective parish life, communication, and ministry. This role ensures the parish office functions smoothly and professionally and serves as a primary point of contact for parishioners, visitors, volunteers, and community partners.

Essential Duties & Responsibilities:

Office & Administrative Support

- Maintain a welcoming, organized office environment and coordinate coverage with volunteers.
- Receive and route phone calls, emails, mail, and in-person inquiries.
- Manage office supplies, inventory, and vendor relations; coordinate with IT support as needed.
- Maintain effective communication with clergy, staff, volunteers, parishioners, and partner ministries.
- Update and manage parish records and workflows in Realm or similar database.

Scheduling & Coordination

- Maintain the Parish Master Calendar for worship, meetings, events, and facility use.
- Process requests for sacramental services (baptisms, weddings, funerals) and coordinate logistics with clergy, families, and staff.
- Support the Rector's calendar, meetings, and follow-up tasks.

Communications & Materials Preparation

- Prepare and coordinate documents and materials for worship, pastoral events, parish mailings, year-end reporting, and annual parish initiatives.
- Work collaboratively with the Communications Director to provide timely information and support parish communications.

Qualifications:

- High school diploma or equivalent required; additional training/education in administration or related field preferred.
- 2-3 years' experience in church, nonprofit, or office administration strongly preferred. Preferred experience working in Episcopal churches or similar mainline churches
- Excellent interpersonal, written, and verbal communication skills.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Proficiency with Microsoft Office, Google Workspace, and virtual meeting tools; willingness to learn parish database tools (training provided).

Work Environment & Expectations:

- On-site presence during scheduled office hours; occasional evenings/weekends for special events may be required.
- Adherence to The Episcopal Church and Diocese of Maryland policies, including Safe Church standards and background check requirements.

Equal Opportunity Statement:

St. John's Episcopal Church is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, disability, or any other characteristic protected by law, consistent with The Episcopal Church and the Diocese of Maryland policies.

St. John's Inclusivity Statement: At St. John's all are welcome! Wherever you find yourself on your faith journey; whatever you are believing or doubting; whether you are married, partnered or single; whatever your physical or mental abilities; no matter your age or economic status, race or ethnicity, sexual orientation or gender identity: we welcome you here to be met by God, who already knows you and loves you.

Application Instructions:

Submit résumé and cover letter to the Rector at St. John's Episcopal Church (HR@stjohnsec.org). Applications will be reviewed on a rolling basis until the position is filled.