



IMMANUEL

ANGLICAN CHURCH

Parish Administrator | Job Description

Supervisor: Rector, Fr. Aaron Damiani

Hours: 25 hours/week

Start Date: ASAP

Qualifications:

- Excellent communication skills (verbal and written)
- Detail-oriented
- Flexible and eager to learn new things
- Skilled at problem-solving
- Enjoys socializing, connecting with others, meeting new people
- Team player
- Enjoys directing and activating others
- Technically competent
- Excited about the vision of Immanuel to “lift high the Son of God in the city of Chicago, that all would be drawn to Him”

Parish Administrator Duties

Newcomer Care (5 hours)

- Oversee Sunday Morning Hospitality Team;
- Manage systems for follow-up with first time guests;
- Plan and ensure execution of welcome events for newcomers;
- Communicate avenues of connection for newcomers;
- Oversee Membership Events and process for incoming members.

Information Management (5 hours)

- Manage and refine Immanuel’s systems of record keeping and information management;
- Serve as Immanuel Online Master Administrator, by:
 - creating and updating profiles, groups, events and forms in IO,
 - instructing users and leaders about the site,
 - mediating between Immanuel and CCB support staff;
- Maintain accurate records of church attendance, membership and baptisms, and submit annual congregation report to diocese and wider ACNA;

- Keep up-to-date records of signed documents from congregants (membership covenants, confessional life agreements, catechism agreements).
- Oversee individuals moving through Immanuel processes: Premarital Counseling, Membership, Leadership.

Facilities Management (5 hours)

- Manage Immanuel's facilities by:
 - overseeing payments, leases and insurance coverage;
 - acting as communication liaison between Immanuel and Uplift High School;
 - sending and receiving mail and voicemail; and,
 - serving as a resource for regular work needs and for special events at Immanuel's Ministry Center by overseeing building schedule and replacing cleaning, office and kitchen supplies as needed.

Finance Operations (5 hours)

- Make deposits and pay bills, honoraria and reimbursements;
- Record all offerings that come through Sunday morning services, mail, or online giving;
- Collect receipts and documentation for all church expenses;
- Release giving statements (by mail) to congregants twice a year; and,
- Serving as a resource for the Finance Director and other staff in managing and communicating financial information.

Staff Administrative Support (Varies)

- Record decisions and notes from weekly staff meetings;
- Assist Fr. Aaron with administrative duties associated with his work;
- Assist other staff members with administrative and communication needs;
- Schedule staff meetings with leaders and parishioners as requested.