

**Ministry:** Parish Administrator  
Trinity Episcopal Cathedral

**Reports To:** Dean

**Supervises:** Sextons

**Committees:** Property Committee, Celebrations Committee

**General Job Description:** The Parish Administrator assists the Dean with general clerical tasks, oversees the Cathedral's property, and assists with the financial life of the congregation, primarily signing checks and secondary approval for leave time.

**Essential Functions & Duties:**

- Responsibility for tributes (memorials and honorariums) and special gifts correspondence
- Manage stock & maintenance of office supplies and equipment, kitchen supplies, janitorial supplies, and church vehicles
- Prepare and administer buildings and grounds annual budget
- Coordinates with Junior Warden to maintain and inspect buildings and grounds to ensure safety and proper usage while maintaining accurate records
- Oversight of primary after-hours contacts for building concerns, including delegating to appropriate staff member (i.e. a Sexton or outside contractor)
- Secures quotes for proposed solutions to issues and provides to Junior Warden for consideration by the Vestry
- Maintains records of work orders, inspections, warranties and receipts
- Serves as the contact person for rental tenants, including leasing and maintenance concerns
- Supervise Sexton(s) including annual review and knowledge about supervisee's workflow and tasks
- Oversight of Annual Meeting
- Attends planning meetings as necessary, especially for special events or coordination with the Diocese
- Attend weekly staff meetings
- Maintain confidentiality within & outside the Cathedral
- Other duties as assigned

**Skills and Aptitude:** A College or University degree in a relevant field or equivalent years of experience, especially managing the maintenance of property, including relationships with vendors. General knowledge of Trinity Episcopal Cathedral, the Episcopal Church and its core beliefs is encouraged. All staff are expected to have strong organizational and communication skills, ability to attend to details, lead within the congregation including training volunteers, and listen and adapt to their community. Qualified candidates must have the ability to work independently and as a team member, exhibit emotional maturity, and a teachable spirit.

**Hours, Salary and Benefits:** Salaried position with pension, health insurance, short and long term disability, and life insurance for the employee. In addition, every employee receives two weeks vacation in their first year. After the first year, there is an additional week of vacation. Vacation time is approved by the Dean or supervisor.

**Prior experience:** Minimum 4 years in a relevant field.

**Technical skills preferred:** General knowledge of maintenance and care for general property, including management of various contractors and building needs. General knowledge of word processing, spreadsheets, and email are required. In addition, knowledge of Google Workspace apps and of Zoom or other video conferencing, and database technology is also encouraged.

**Other requirements:** The position is required to take Prevention of Sexual Misconduct and Harassment training and submit necessary papers for a criminal background check.

**Holidays:** New Year's Day, MLK Day (3rd Monday in January), Monday following the Annual Meeting, Good Friday afternoon, Easter Monday, Memorial Day (4th Monday in May), July 4th, Labor Day (1st Monday in September), Thanksgiving Day and the following Friday; and Christmas Day and the day following.

If Christmas Day or New Year's Day fall on a Saturday or Sunday, the holiday will be observed on a week day determined by the Dean.

If an employee is requested to work on a holiday, they may schedule a day off at another time with the Dean's consent.

It is the responsibility of all staff to maintain written records of their own compensatory time off, vacation, and other leaves.

**Sick Leave:** During the first year of employment, employees have 96 hours of sick leave that must be approved by the Dean. After the first year, all unused sick leave carries forward adding an additional 8 hours per month up to a maximum of 480 hours total accumulated in your years of employment. If an employee terminates, they are not paid for unused sick leave.

**Performance Evaluation/Salary Review:** Under the direction of the Dean and Executive Committee, evaluations and salary reviews will be conducted in December in order to make the necessary recommendations to the Vestry for changes to the Cathedral budget.

If you choose to resign your position, please submit your letter of resignation no later than four weeks prior to your departure.

**Discipline/Termination:**

In general, the following guidelines apply:

- Immediate: If an employee commits and act of misconduct, they may be terminated immediately; while the following is not an exhaustive list, some example include being intoxicated at work, misappropriating funds and release of confidential information.
- Progressive: Employees who job performance is not satisfactory will receive a first warning; if performance remains unsatisfactory, a second and final warning will be given. The warnings shall be in writing and copies given to the employee. Some situations may be serious enough to require that discipline go directly to the final warning step.
- The Dean will be involved in all termination decisions.
- Any employee who feels that any disciplinary or tother action is unfair or unreasonable may appeal to the Executive Committee or review. The employee must make and appeal in writing within five days of the action. The Executive Committee will, if necessary, investigate and respond in writing as soon as possible.
- Trinity Cathedral does not participate in the State of Arkansas Unemployment Fund and therefore a terminated employee is not eligible to receive unemployment compensation.

**Confidentiality:** All parishioner and staff information conveyed is on a confidential basis and shall be kept confidential.

**DISCLAIMER:** This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, your supervisor reserves the right to revise the job or to require that other or different tasks be performed as assigned.