



The Chapel of the Cross

304 E. Franklin Street
Chapel Hill, NC 27514

Job Description

Parish Administrator and Stewardship Manager

Job Summary:

The Parish Administrator and Stewardship Manager position provides support and coordination of all parish activities in cooperation with the Rector, Vestry and Committee Chairs. This position is responsible for all the administrative and operational needs of the parish to allow the Rector, Clergy and Program Staff to concentrate on preaching, teaching, community involvement, outreach, and pastoral care in advancing the mission and ministries of the church.

The Parish Administrator and Stewardship Manager responsibilities include hands on management of development, finance and budget; maintenance of personnel files and policies; office administration; oversight of facility manager; understanding technology needs/systems; and parish reporting.

Duties and Responsibilities:

Stewardship, Finance and Budget

- Work closely with Capital Campaign and Stewardship and Development Committees to conduct fundraising campaigns, prepare development communications, and maintain development records.
- Assist with pledge tracking and reporting, including timely acknowledgement and tracking of all gifts, billing, and contact with donors, while maintaining strict confidentiality.
- Support Planned Giving Committee to cultivate membership in the 1842 Legacy Circle.
- Supervise and guide any part-time stewardship and development assistants
- Work with parish treasurer, finance committee, and staff to develop and administer annual parish budget.
- Work with the Contract Parish Accountant to ensure all aspects of financial accounting and reporting to governmental agencies, the diocese and the vestry are completed on a timely basis.
- Assist with the Contracted Parish Accounting Firm and Parish Treasurer in managing the annual audit process.

Personnel

- Assist the Rector in monitoring all staff work to ensure accountability, encourage success in staff positions, and ensure that parish strategies and goals are being met.

Revised 09/06/21



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- Maintain staff personnel files including background checks and verification of attendance at required diocesan workshops.
- Maintain records of vacation and sick leave accrued and used during a calendar year;
- Implement and communicate established personnel policies and procedures;
- Ensure regular communication between and among staff;
- Conduct annual performance reviews and goal setting of facility and administrative staff.

Office Administration

- Oversee administrative functions of the parish including decision making and approvals related to operations and critical resources;
- Oversee coordination of major projects or initiatives which are ongoing or special/one-time.
- Oversee preparation and submission of Diocesan reports electronically and on paper in a timely fashion.
- Ensure that contracts and other legal documents receive appropriate development and professional review.
- Supervise scheduling of building use ensuring that it is available for parish use and that outside groups comply with expectations and requirements for using the building.
- Coordinate and supervise the purchasing of all products, materials and services for the parish.

Facilities and Technology

- Supervise facilities management for maintenance of the buildings and grounds in conjunction with the Facilities Manager and Buildings and Grounds Committee.
- Work with the facilities manager to obtain bids for work and equipment and to negotiate contracts and maintenance agreements.
- Ensure inventory of parish furnishings and equipment is maintained.
- Ensure the efficient operation of all information technology and networks (computers, telephones and office equipment, and internet connections) including troubleshooting and repair of minor application problems. Identify problems that require outside information technology support.
- Negotiate contracts for network maintenance as well as equipment upgrades or purchase.

Vestry and Staff Meetings

- Attend vestry meetings, staff meetings, and committee meetings as requested.
- Coordinate with the rector the process for electing vestry members as well as orientation and training for new vestry members.
- Verify financial and statistical sections of the diocesan parochial report by filing the report both electronically and manually prior to the deadline.
- Participate in the spiritual and planning retreats for staff.
- Complete tasks as assigned by the Rector.



Position Requirements:

- College degree or higher.
- An understanding of the ministry, mission and customs of a church.
- Executive level experience in business or non-profit organization.
- Self-motivated, highly organized, detailed oriented, and able to prioritize, anticipate, plan, and manage multiple tasks.
- Proven leadership and managerial skills.
- Experienced in working with highly confidential matters; good interpersonal skills with the ability to work well with a diverse group of volunteers, clergy, staff and parishioners.
- Mature judgment to work with a wide range of constituencies and the ability to make decisions while creating a teamwork environment.
- Financial management, development, and business acumen skills.
- Strong computer skills and understanding of the Microsoft Office Suite of programs, and a working knowledge of Automated Church Systems (ACS) preferred.
- Ability to perform a variety of tasks, comfortable with ambiguity, and highly attentive to detail.

Position Status

This is a full-time, salaried position, and includes paid time off as well as generous pension and health insurance benefits. The Parish Administrator and Stewardship Manager reports to the Rector.

The responsibilities and duties set forth in this description are subject to addition, deletion, or amendment by the Rector. The Parish Administrator and Manager Coordinator, as well as others, may make recommendations for such amendments.

Application

To apply please send, in one document, a cover letter and resume via email to careers@thechapelofthecross.org. Priority consideration for applications received by October 1, 2021.