



St. Mary's Episcopal Church

12291 River Road Richmond, VA 23238

www.stmarysgoochland.org

Office Administrator and Clergy Assistant

Overview:

St. Mary's Episcopal Church in Richmond, Virginia is seeking an energetic and motivated individual for the role of Office Administrator and Clergy Assistant. This position will be a valuable member of our administrative team, serving as the face of the parish. As the first person visitors meet upon entering the church office, and the voice of the main church phone line, this position requires a hospitable nature, a pastoral heart, and detail-oriented skills. Among other duties, the Office Administrator and Clergy Assistant will maintain office and parish life supplies, parish calendars, as well as offering administrative support for pastoral ministries such as funerals, baptisms, weddings, and confirmation.

This is a full-time position and the Office Administrator and Clergy Assistant should expect to work at the front desk during all open church hours: 8:30a-4:30p with a one hour lunch break from 12p-1p.

Responsibilities include but are not limited to:

- Reception and Welcome
 - Greeting and assisting office visitors
 - Directing phone calls
- Database and Calendar
 - Updating the general voicemail to reflect current service and event schedules
 - Maintaining the master calendar, tracking service and committee meetings, baptisms, weddings, funerals, etc.
- Office Administration
 - Sorting and distributing mail
 - Ordering and maintaining office and worship supplies
- Coordinating baptisms, funerals, weddings, and confirmation, including:
 - Collecting necessary participant information
 - Preparing baptism gifts, candles, and certificates

- Coordinating liturgical volunteers with the Worship and Parish Life Coordinator
- Preparing reserved signs and seating charts
- Preparing bulletins and service booklets for funerals
- Preparing annual Vestry binders
- Sending weekly bulletins to homebound parishioners
- Creating memorial lists for special holidays (Christmas, Easter, and All Saints)
- Receiving pastoral care requests and distribute to clergy and lay leaders
- Communicating assignments to lay pastoral ministry leader
- Coordinating communication and ministry responses following births
- Fielding initial inquiries into graveyard plots and memorial garden burials

This position reports directly to the rector and works in collaboration with other clergy, the Executive Director of Church Operations, and other staff members to ensure smooth and efficient daily operations of the Parish Office.

Staff and Church Relations

- Report to the Rector for support and supervision
- Attend weekly Staff meetings, monthly Program Staff meetings, and other ministry meetings as needed

Minimum Qualifications & Key Skills

- Bachelor's degree and/or 4+ years of relevant experience
- Proficient in Microsoft Office Suite
- Knowledge of Realm ministry databases or similar software is preferred but not required
- Strong organizational and communication skills
- Relationally gifted and passionate about authentic connection
- Able to take initiative while also seeing the value in seeking counsel from others
- Valid driver's license
- Willing to submit a background check

Compensation

This is a full-time position with competitive compensation and full benefits including health insurance and contributions to the Lay Pension Program of the Church.

To Apply

Please send a cover letter providing an introduction of yourself along with a resume including at least two references. Please send all materials to the Rev. Daniel J. Reeves (dreeves@stmarysgoochland.org).