



## Parish Records Administrator

15 hours

All Saints Church seeks to develop a community of faith through strong Biblical teaching and opportunities for Christian growth and service. All Saints Church seeks to know Jesus Christ and to make him known through worship, praise, preaching, and teaching. Church members give of their time, talent, and money as they serve their community and the world. All Saints Church welcomes all in the unconditional love of Christ.

The Parish Records Administrator provides oversight of the church's database, maintains sacramental records, and processes membership requests. Salary is commensurate with experience. The position has minimal supervisory responsibilities. Position reports to the Parish Administrator.

### **General Duties**

#### **Church Databases (Realm and Constant Contact)**

- Assist Parish Administrator to create and maintain database user guidelines and policies
- Create accounts for all users and assign security levels
- Assist staff and volunteers with all aspects of the database, including training, setting up and following "pathways," setting up events, tracking attendance, etc.
- Pull demographic information, mailing lists, and reports as needed
- Actively seek new information regarding members (i.e., change of address, phone numbers, email, etc.), create and maintain systems and processes for all church membership records (moving young adults from family grouping to separate households, re-classifying inactive members) to maintain membership data integrity
- Update information about baptisms, confirmations, births, and deaths

#### **Sacramental and Parish Records**

- Maintain parish sacramental record books
- Prepare and mail sacramental certificates
- Oversee parish attendance register
- Maintain records and minutes of the Vestry
- Maintain vendor and contractor files for the Parish
- Maintain institutional files of the Parish
- Oversee archival records volunteers

- Assist with compilation of annual Parochial Report

### **Membership**

- Process all requests for church membership
- Assist with follow-up correspondence

### **Online Parish Pictorial Directory (Lifetouch)**

- Update online parish pictorial directory
- Assist parishioners in the access and use of online parish directory

### **Qualifications**

- Competence in MS Office, especially Word, Excel, and Outlook
- Experience with Realm Church Software and Constant Contact, a plus
- Excellent verbal and written communication skills
- Ability to multi-task
- Strong attention to detail
- Strong problem-solving and organization skills
- Flexibility and ability to work well under pressure
- Good teamworking skills

No relocation.

A final job description will appear in the successful applicant's employee contract.