



CHRIST CHURCH PELHAM

1415 Pelhamdale Avenue

Pelham, New York 10803

www.christchurchpelham.org

914.738.5515 (office)

Parish Administrator, Job Description, March 12, 2026

Job Description Summary

Christ Church Pelham is seeking a Parish Administrator. The Parish Administrator is a full-time leadership position reporting to the Rector and responsible for the overall management of parish operations. This role oversees office administration, communications, records and databases, building and grounds coordination, tenant relations, and supervision of facilities staff. The Parish Administrator supports parish ministries and committees, manages stewardship records, assists with special events, coordinates HR compliance and benefits, and maintains official parish and columbarium records. The ideal candidate brings strong organizational administrative skills, proficiency with Microsoft Office Suite and similar web-based applications, and pastoral sensitivity in all interactions with staff, parishioners, and the wider community.

Our current Parish Administrator is retiring at the end of May 2026 after many years of faithful service at Christ Church. We are hoping to fill this position before June 1, 2026.

About Christ Church

The Parish of Christ the Redeemer (known as Christ Church) is the Episcopal Church in Pelham, New York. Our congregation draws primarily from Pelham, New Rochelle, Mount Vernon, and the Bronx, and includes people from diverse denominational and cultural backgrounds. Learn more by visiting our website: www.christchurchpelham.org

Salary & Benefits

Salary is \$65,000-\$75,000 plus full benefits and four weeks vacation.

Detailed Job Description

The Detailed Parish Administrator Job Description is below.

How to apply:

Please email a PDF cover letter, resume, and three references to our Search Committee:

search@christchurchpelham.org

POSITION

- 1) The Parish Administrator reports directly to and is supervised by the Rector. Parish Administration is an integral part of the life of the parish, and the Parish Administrator recognizes and facilitates the pastoral dimension of this position in any interaction with staff, the congregation, and the community.
- 2) The Parish Administrator is the first and often primary point of contact for members of the congregation and the wider community. Kindness, patience, pastoral sensitivity, and confidentiality are essential personal traits for the Parish Administrator.
- 3) The Parish Administrator has general responsibilities for the management of all office functions, official communications, and record keeping of the parish. This includes facilitating organizational communication as well as the security, rental, cleaning, and maintenance of all buildings. Supervision and oversight of the Sexton and Assistant Sexton is included in this position. The Parish Administrator coordinates ministry efforts and facilities needs with the Rector, Staff, Vestry, Parish Treasurer, Assistant Treasurer, Bookkeeper and Committee Chairs.
- 4) The Parish Administrator must be proficient with standard office and communications software such as Microsoft Office Suite, Google Workspace, and other web based communications software.
- 5) This position is a full-time position.
 - a. It is understood that the Parish Administrator will normally be in present, in-person, in the office or doing off-site work directly related to the position Monday through Friday.
 - b. It is understood that additional hours may be required at certain times of year, and on weekends and holidays, especially around Holy Week, Easter, Advent, Christmas, etc., should be balanced with fewer hours in other weeks.
 - c. In consultation with the Rector and with the understanding that all necessary tasks have been completed, the Employee may, from time to time, shift hours during the work week so as to allow for an extra day off. This is particularly appropriate during the warm weather months.
- 6) The Parish Administrator attends weekly staff meetings and functions, attending other meetings with individual staff members as required.

OVERSIGHT & RESPONSIBILITIES

The Parish Administrator has the following oversight and responsibilities:

- 7) **Communications**
 - a. Prepare parish mailings as needed by Rector, vestry, committees, staff, and regular office needs.
 - b. Answer phones and update phone system as necessary.
 - c. Coordinate efforts with staff and committee chairs to keep parish website, parish website calendar, and internal parish buildings/office calendar up to date.

- d. Manage Rector's pastoral and Parish committee meeting calendar with Parishioners and community members.
- e. Write and mail parish related correspondence for and at the request of the Rector.
- f. Ensure weekly creation and circulation of published (hard copy and online) parish announcements and worship bulletins.

8) Record Keeping

- a. Maintain and update the parish directory and parish database, and all official record books, including:
 - i. Note: All references herein to "database" and "registers" include: BREEZE Database, TITHLY Newsletter email list, and any and all official hard copy registers (Green books).
 - ii. Ensure personal, contact, and other information for current and former members is up to date in parish databases and registers.
 - iii. Collect name, address, email, phone, birthdate, school grade, and other family information (including other immediate family members) on all newcomers, new donors, and anyone seeking baptism, confirmation, or marriage at Christ Church, update the parish database with such persons' information, and provide a weekly update to the Rector and staff of all such new additions to the parish database.
- b. Maintain an organized office filing system that includes vestry approved meeting minutes as well as all other records required of the parish.

9) Office Maintenance

- a. Maintain, keep stock of, and order all office supplies.
- b. Coordinate and communicate with outside vendors related to office supplies, office related contracts, etc.

10) Buildings, Grounds, Use of Space

- a. Coordinate and communicate with outside vendors related to buildings and grounds maintenance.
- b. Oversee all use of program and storage space by staff, committees, renters, leasees, and other outside groups.

11) Deposit & Bill Payment

- a. Work with the Bookkeeper, Treasurer, and Assistant Treasurer to ensure all deposit and bill payment information and other financial information is kept up to date using the accounting systems the church is currently using.
- b. Notify and provide a written record to the Rector, other Senior Staff (Clergy, Music, Children, Education, etc.) of any donations or financial transactions related programs, ministries, or pastoral concerns overseen by such person.
- c. Prepare and deposit weekly deposits for all church accounts.
- d. Review bills and prepare for outside bookkeeper/treasurer review and signature.
- e. File payment vouchers.

- f. Mail checks.
- g. Ensure that all office, parish, and ministry expenses incurred using Employees RAMP credit card or requiring reimbursement to or facilitated by the Employee are inputted into the parish receipt and reimbursement system (RAMP) no later than 48 hours after the expense has been incurred.

12) Ministry & Program Support

- a. Provide Stewardship Support, including preparing pledge cards, coordinating needs and announcements with Stewardship Chair, maintaining stewardship database, prepare stewardship thank you letters, and other such office and record keeping needs required for Stewardship.
- b. It is not the Employee's responsibility to facilitate typing requested by Ministries, Staff, Committee Chairs, or Parishioners.
- c. Aside from "All parish events" and except when instructed specifically by the Rector, it is not the Employee's responsibility to facilitate RSVPs for specific ministry events which should be overseen by the relevant ministry committee members or staff member with oversight of the ministry.
- d. Prepare and send mailings and announcements (via mail and/or electronically) for committees as requested and provided reasonable, advanced notice was given to Employee.
- e. Assist in planning for parish special events.
- f. Flower guild coordination with the chair of the flower guild.

13) Personnel and Human Resources

- a. Serve as benefit coordinator.
- b. Serve as Policy Coordinator and Record Keeper for all required trainings and screenings (Background Checks, Safe Church, Anti-Racism, etc.).
- c. Prepare parochial report in conjunction with Rector, Treasurer and Bookkeeper.
- d. Keep all parish records related to staff and clergy.

14) Tenant Relations

- a. Liaise with vestry and Buildings Committee on prospective new rentals.
- b. Serve as primary contact person for existing and prospective tenants.
- c. Ensure that all leases are up to date and rent is paid in a timely manner.
- d. Maintain insurance certificates for all tenants.
- e. Ensure all rentals are scheduled and that staff is prepared for events.

15) Columbarium: "Garden of Resurrection"

- a. Maintain records of the columbarium, prepare contracts for niche sales, order plaques, coordinate with vendors to open/close niches and install plaques, maintain fee schedule.
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SALARY & BENEFITS

- 16) \$65,000-75,000 per year, payable biweekly.
- 17) Four weeks vacation. Unused vacation days do not rollover to the next year. The Employee is responsible for scheduling volunteer coverage during vacation and other planned absences.
- 18) Sick leave for a maximum of 14 days per calendar year. In case of extended illness the Employer will consider the granting of additional sick leave.
- 19) Health and dental insurance, and pension plan (as well as making the required social security and Medicare contributions).
- 20) Provide an annual allowance for Travel & Entertainment (T&E) in the amount of \$1000. Funds not used in any fiscal year will not accrue to the next year.
- 21) The salary review shall include the consideration of a cost-of-living adjustment and/or merit increase.
- 22) Employee agrees to complete Safe Church and Anti-Racism training and submit to a standard background check as required by the Episcopal Diocese of NY.