

St. Peter & St. Paul Anglican Church, a growing church, in Arlington, TX, is seeking a new Parish Administrator. This person works closely with the Rector, under his supervision, to administrate the life and ministry of STP2 as we continue to expand our influence and mission into Arlington and surrounding communities.

Qualifications:

- Baptized disciple of Christ Jesus striving to live in accord with the Church's doctrinal and moral teachings.
- Able and willing to sign a covenant conforming to the canons for doctrine and conduct of the ACNA and the Diocese of Fort Worth.
- Gifted communicator across mediums.
- Ability to deal effectively and gracefully with a variety of personalities.
- Team-player.
- Willing and able to learn new things.
- Comfortable taking direction.
- Discreet.
- Comfortable with Office Suite, including Publisher.
- Comfortable with digital media, including email newsletters, website management, and social media.
- Able to learn to use new software programs and digital tech.
- Organized and detail oriented.
- Committed to pursuit of excellence.
- Versatility, flexibility, and willingness to adapt to changing priorities.

Minimum Credentials and Work Experience:

High School Diploma or higher. 3+ years of relevant work experience.

Job Type and hours:

This is a full-time position (~40 hours a week). The work week is Monday-Friday, 9am-5pm. Occasionally, due to meetings and events, the employee's presence will be required in the evening or on a Saturday.

Positional Duties and Responsibilities:

- Greet all parishioners and visitors in office.
- Answer all communications (email, phone, post, etc.) to office in a timely manner.
- Interface and coordinate with all of STP2's vendors.

- Manage Church master calendar.
- Assist the Rector with administrative tasks related to his ministry.
- Support Sr. and Jr. Wardens in their respective ministries.
- Support and assist bookkeeper and treasurer in their financial oversight and duties.
- Coordinate with Diocesan office, especially for Diocesan events hosted at STP2.
- Create and publish all necessary Mass bulletins – Sundays, Weekday Feasts, Diocesan Masses.
- Assist with planning and execution of parish events – weddings, funerals, celebrations, etc.
- Create and mail all weekly and periodic informational emails.
- Create print media – pledge cards, bulletin inserts/fliers, etc.
- Support the ministries of STP2 with administrative and communication needs.
- Keep and update all Church records.
- Create and submit respective annual reports to Province, Diocese, and STP2.
- Support the Vestry with administrative and communication needs.
- Assist with management of security procedures – Ministry Safe, key distribution and recording, etc.
- Manage office supplies and, when needed, assist other ministries procure supplies.
- Manage parishioner information and databases.
- All other duties as assigned by Rector.

How to apply:

We will be accepting applications until March 29, 2024. Résumés with cover letters can be submitted, in person, to the church office or via email to: fr.thebeau@stp2.org.