

Parish Administrator

St. John's Episcopal Church
Tampa, Florida

Position Summary

St. John's Episcopal Church is seeking a full-time Parish Administrator to serve as the chief administrative officer of the parish. This position is responsible for the effective day-to-day operations of the church office and parish life. Working closely with the Rector, clergy, staff, Vestry, and volunteers, the Parish Administrator ensures that administrative, financial, and human resource processes, facilities management, parish events, and volunteer engagement support the Church's mission and ministry.

St. John's is a fast-paced and highly collaborative parish environment with an active worship, formation, and events calendar. This position reports directly to the Rector and supervises and collaborates closely with the Finance Manager, Parish Coordinator, and Sexton. The Parish Administrator also serves as the primary coordinator of parish life, fostering a welcoming environment, strengthening volunteer involvement, and ensuring that ministries have the organizational support needed to thrive.

The ideal candidate has senior-level administrative experience, preferably in a church, and is proactive, organized, and flexible. This role requires the ability to take initiative, respond graciously in a dynamic environment, and contribute to the common goals of the parish with humility, creativity, and professionalism. It's also important to be able to manage multiple projects simultaneously, adapt quickly, and communicate clearly with multiple stakeholders.

About St. John's

St. John's Episcopal Church is a growing Episcopal parish in Hyde Park in Tampa, Florida, committed to reverent worship, thoughtful preaching, vibrant parish life, and faithful Christian formation rooted in the Anglican tradition.

Primary Responsibilities

Parish Administration and Operations

- Establish and maintain efficient administrative systems and office procedures
- Supervise the Parish Coordinator, Finance Manager, Sexton, and office volunteers as applicable
- Coordinate office schedules and ensure adequate staffing and coverage
- Maintain church records, policies, forms, and administrative procedures
- Oversee process for maintaining Realm member database and registry books
- Serve as the primary administrative liaison for clergy, staff, Vestry, parishioners, vendors, and community partners
- Support compliance with Diocesan policies and Safeguarding requirements and manage the parish's participation in the annual Diocesan Convention

- Oversee the Parish Coordinator's work on confirmations, baptisms, weddings, funerals, flower contributions, and memorial gifts
- Provide administrative support for the Columbarium and Memorial Garden, including tracking reservations and payments and ordering memorial plaques
- Manage purchases of office equipment and furniture, technology, and worship materials

Strategic Planning and Reporting

- Support implementation of the parish's strategic plan and the Rector's goals by helping to coordinate initiatives across ministries and staff
- Develop and maintain systems for tracking progress toward strategic goals and annual ministry objectives
- Maintain the dashboard of attendance and other metrics
- Provide input as part of the Annual Report committee and coordinate completion of annual Parochial Report

Human Resource Administration

- Coordinate the administration of employee benefits, including health insurance, pension plans, vacation time, and any other benefit offerings
- Serve as the Church Pension Group Administrator for the parish
- Serve as the primary staff resource for employee onboarding, orientation, employee relations, and offboarding processes
- Maintain accurate and confidential personnel files in accordance with legal requirements and Diocesan policies
- Coordinate staff recruitment processes, including job description creation, position postings, applicant communication, interview logistics, and reference and background checks

Financial Administration

- While the Finance Manager has primary responsibility for accounting, bookkeeping, and financial reporting, the Parish Administrator should be familiar with all financial processes
- Assist Finance Manager with weekly deposits
- Set up and manage payroll in ADP
- Manage bank, investment, and credit card accounts and signers
- Assist with vendor relationships and service agreements
- Support annual pledge drive, budgeting, and audit processes
- Maintain appropriate internal controls and documentation
- Attend monthly Finance Committee meetings

Facilities Management

- Work with the Rector, Wardens, Sexton, and Buildings & Grounds Committee to make sure the church and other residential properties, including the Rectory and Choirmaster's home, are welcoming, safe, and well maintained
- Maintain preventative maintenance schedules and information
- Manage relationship with Security firm and schedule security
- Track vendor services and contracts
- Assist with capital project administration
- Manage property and liability insurance

Parish Life and Volunteer Engagement

- Help coordinate major parish events throughout the year, including Wednesday night and other evening fellowship events, Rally Day, and Holy Week
- Support ministry leaders in planning and implementing regular parish activities
- Work with clergy and lay leaders to ensure ministries receive needed administrative support
- Support the Vestry's operations by overseeing the Vestry Dropbox and coordinating with the Senior Warden on the annual Vestry calendar and Vestry Retreat
- Maintain an annual parish events calendar in collaboration with ministry leaders
- Maintain ministry descriptions and ministry leader contact information

Qualifications

Required Qualifications

- Bachelor's degree or equivalent professional experience
- Five or more years of progressively responsible administrative leadership
- Experience supervising staff and volunteers
- Strong organizational, interpersonal, and collaborative skills
- Excellent written and verbal communication skills
- Demonstrated ability to lead volunteers and build collaborative relationships
- Ability to manage multiple priorities and deadlines in a fast-paced parish environment
- High level of integrity, professionalism, and discretion with confidential information
- Proficiency with Microsoft Office, cloud-based office systems, and databases
- Familiarity with church or non-profit accounting and financial reporting
- Appreciation for the mission and ministry of the Church

Preferred Qualifications

- Experience working in a church, nonprofit, or mission-driven organization
- Familiarity with Episcopal Church governance and parish life
- Experience with church management software (such as Realm)

Work Schedule

This is a full-time salaried position with benefits. This position normally follows a Monday-Friday in-person office schedule. Because the life of the Church extends beyond the workweek, occasional weeknight or Sunday attendance is required for major parish events and other special occasions. During weeks when weeknight or Sunday work is required, a weekday or part thereof will be designated as time off.

To apply, please submit:

- Resume
- References
- Optional cover letter describing interest in the role and familiarity with church administration