

# **Episcopal Church of the Epiphany**

Burnet, Texas

Date Posted: December 16, 2024

Position: Parish Secretary

Scheduled Work Hours: 19

Church Size: 40 Average Sunday Attendance

## **Job Description**

The Parish Secretary is a member of Epiphany's staff and reports directly to the Priest-in-Charge. The purpose of this position is to perform secretarial duties and help coordinate the administrative operations of the parish, which involves working with staff and volunteers. The Parish Secretary will work 19 hours a week, including a monthly Sunday Vestry meeting.

The Parish Secretary will have excellent written and verbal communication skills and will be proficient in Microsoft Office and comfortable learning other web-based programs. The position will be filled by someone who is organized, self-directed, and good with people.

## **Role Responsibilities**

The specific responsibilities include but are not limited to:

### **Worship**

- Produce and publish bulletins and announcements for all services
- Track and report music and attendance
- Coordinate with Altar Guild and schedulers of those who serve on Sunday mornings

### **Parish Life**

- Oversee Prayer List, track Newcomers, and maintain Parish Directory
- Support all-parish events, including volunteers, advertising, and set-up and clean-up in coordination with lay ministry leaders

### **Property and Rentals**

- Work closely with the Junior Warden (volunteer lead on Building & Grounds) on assessing building needs and serve as the on-campus point of contact for services for vendors
- Field, track, and report requests for reservations and rentals
- Coordinate with ministries and outside groups on setup and cleanup
- Maintain list of people with keys to the buildings

### **Communications**

- Design, coordinate content, and send out weekly E-Star (email newsletter)
- Update website as needed

### **Administrative Duties**

- Work closely with the Senior Warden (lay leader) in all aspects of parish life, and particularly in extending financial assistance to the needy through the Priest's Discretionary Fund
- Maintain office supplies and ensure the copier is stocked and properly functioning at all times
- Work with staff, volunteers, and vendors on kitchen and cleaning supplies
- Help pull together Parochial Report every year
- Maintain Church Register and maintain electronic and paper files
- Provide tech support for staff as needed

### **Other Requirements**

- Employment is contingent on successful completion of background check.
- Three references are required, including at least one personal and one professional reference.
- Upon hiring, must complete Safeguarding certification process.

### **Compensation and Benefits**

The position is 19 hours weekly with salary, vacation, and sick time. Annual salary is \$20,000.

**Please submit a resume to Senior Warden Deana Geuther at [dwwelling@gmail.com](mailto:dwwelling@gmail.com).**

**Visit us online at [epiphanyburnet.weebly.com](http://epiphanyburnet.weebly.com).**