

Parish Administrator



Job Description: Parish Administrator

Christ's Chapel Anglican Church

Position: Parish Administrator

Reports to: The Rector

Location: Hybrid (remote and in-person as needed)

Position Summary:

Christ's Chapel Anglican Church is seeking a reliable, detail-oriented, and spiritually grounded Parish Administrator to assist the Rector and congregation in fulfilling the daily administrative, communicative, and logistical needs of our parish life. This role is ideal for someone who enjoys flexible work, values clear and consistent communication, and is eager to serve behind the scenes in the life of the Church.

Key Responsibilities:

- Assist the Rector in preparing and distributing all parish-wide communication, including the weekly newsletter, announcements, and pastoral notices.
- Produce and format the weekly service booklets for Sunday worship using templates provided, ensuring accuracy and timeliness.
- Serve as the point of contact with Calvary Presbyterian Church regarding any use of their facilities beyond our regularly leased times.
- Manage Christ's Chapel's social media by posting weekly updates, reflections, event notices and other content. Engage with followers through stories, comments, likes, resharing and messages, using a consistent voice that reflects the church's tone and mission.
- Update and maintain the church website (via Wix) to ensure that information is current, accessible, and aesthetically appropriate.
- Maintain and update the parish database with visitor and newcomer information, ensuring follow-up and accurate records for pastoral care.

- Maintain the schedule of Sunday volunteers and check in with individuals during the week to confirm attendance and readiness to serve.
- Willing and able to help monitor our storage unit, bringing equipment to and from it as needed.
- Coordinate with the hospitality team for events, including but not limited to: picking up food, setting up chairs and tables, helping serve, etc.
- Wash altar linens as required.
- Other tasks as required.

Minimum Qualifications:

- A committed Christian whose life and character reflect spiritual maturity and integrity.
- Prior experience or familiarity with administrative or clerical tasks.
- Excellent attention to detail and strong organizational skills.
- Access to a personal computer and internet connection.
- Proficiency with basic software tools (e.g., email, word processing, spreadsheets).

Desired Skills (Training Available):

Familiarity with or willingness to learn:

- Adobe InDesign (for service booklets)
- MailChimp (for newsletters)
- Wix (for website management)
- Canva

To Apply:

Please submit a résumé and brief statement of interest to Fr. Matthew Visk at mvisk@christschapel.org. Applications will be reviewed on a rolling basis until the position is filled.