

**St. Thomas Episcopal Church  
600 Paul Hand Blvd.  
Franklin, IN 46131**

**Job Description for Part-Time Parish Administrator**

The Parish Administrator is a year-round position in the office 16 hours/week, Mondays through Thursdays. The Parish Administrator will be responsible for the day-to-day oversight of the parish office and its functions. The Admin will report directly to the Rector or Priest-in-Charge, or in the absence of a priest, to the Senior Warden with respect to agreed-upon work responsibilities and projects. The position pays \$20.00/hour.

Duties will include keeping the church building open during working hours, serving as receptionist for the church and free medical clinic, greeting visitors and directing them appropriately, answering the phone and handling requests for information, producing Sunday bulletins and special service bulletins, keeping the parish calendar up to date, using ACS Technologies Software for financial reports, coordinating Safe Church certification and other duties as assigned.

Please send a resume to [karensmith0318@gmail.com](mailto:karensmith0318@gmail.com). For more information, contact Karen Smith, Senior Warden at 317-201-8128.