



HOLY TRINITY
ANGLICAN CHURCH

Proclaim. Exalt. Serve.

April 2023

Dear Potential Candidate,

Holy Trinity Anglican Church is a vibrant community in the heart of Raleigh, North Carolina. Founded in 2004, we spent our first 10 years worshipping in the chapel of a local prep school. In September 2015 we moved into a newly built church facility near the center of downtown, just 4 blocks from our state capitol building and across the street from William Peace University.

Our mission as a church is characterized by three verbs: Proclaim, Exalt and Serve. We seek to proclaim the gospel of Jesus in word and deed, exalt the Lord our God through faithful worship, and serve the city around us and the world beyond. We are looking for a godly, Christ-following partner to administratively support a number of church functions related to worship, clergy-led programming and parish life.

We are a congregation experiencing a season of steady growth, with about 425 families in our membership and worship attendance of 500 on Sundays at two services. Our congregation has a large number of well-educated professionals who are spiritually hungry and committed to growing in faith and discipleship. Words often used to describe our congregation include thoughtful, entrepreneurial, civically engaged, and busy! Our worship is liturgical, warm and inviting. We incorporate a high-quality blend of contemporary and traditional musical styles and place a strong emphasis on biblical preaching.

We are looking for a full time Senior Parish Administrator. The ideal candidate is an enthusiastic follower of Jesus who can communicate effectively while exuding gracious hospitality. The ability to multitask while keeping an eye on details is vital for this position.

Our search committee will begin reviewing potential candidates after April 21st. We hope to make an offer by the end of May and to have our new hire begin work in June. If you have questions or would like more information, please reach us at athompson@htcraleigh.org or visit our website at www.htcraleigh.org. To apply for this position, please send a cover letter and resume to athompson@htcraleigh.org.

Yours in Christ,

The Rev. Dr. John W. Yates III, Rector

OFFICE ADDRESS

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MEMBER
ANGLICAN CHURCH
in North America



CHURCH ADDRESS

100 E. Peace Street
Raleigh, NC 27604

HOLY TRINITY ANGLICAN CHURCH POSITION DESCRIPTION

Title: Senior Parish Life Administrator
Position Status: Full Time
Department: Administration
Reports to: Director of Finance and Administration
Effective Date: May 1, 2023

POSITION SUMMARY

The Senior Parish Life Administrator is responsible for the administrative support of functions related to worship, clergy-led programming and certain aspects of parish life. Through the use of good communication skills and the ability to multi-task efficiently, this position serves as the glue that keeps the church running smoothly.

DUTIES AND RESPONSIBILITIES

- **Parish Support:**
 - Serve as an integral member of the administrative team with special emphasis on coordination of clergy-initiated programming.
 - Maintain the church calendar in conjunction with the Director of Finance and Administration.
 - Maintain the integrity of the church database. Update the attendee and member database records as needed or requested.
 - Maintain official church membership records (biannually).
 - Ensure the printer is in good working order and arrange for repairs as needed.
 - Manage special printing jobs such as bulletin inserts and special program bulletins.
 - Order all printer supplies.
 - Collect checks and cash after the worship service. Deposit all checks and cash at the bank (weekly).
 - Serve as the first point of contact for visitors and guests of the Rector, clergy, and church during office hours.
 - Respond to all e-mails and calls from parishioners on a timely basis.
 - Take responsibility for resolving issues and answering questions from church members.

- **Rector and Clergy Support:** This position supports and coordinates clergy-initiated programming with the assistance of the administrative team. The specific tasks related to this effort include:
 - **Rector Support:**
 - Take all incoming calls for the Rector and resolve any issues related to those calls.
 - Support any special events hosted by the Rector (4 events per year).
 - Perform small tasks such as travel management as assigned.
 - Coordinate on-line pre-marital assessments.
 - **Clergy Associate for Community Life:**
 - Keep track of newcomers and potential attendees of the Discover Holy Trinity Class (biannually).
 - Assist with the hosting of the Discover Holy Trinity class (Biannually-4 sessions per class).
 - Keep track and order parish supplies such as coffee, coffee filters, coffee cups and half and half.
 - Coordinate community life programming with assistance from the administrative team.
 - Assist with room-set up for community life programming.
 - Print materials for the Women of the Word Bible Study (biannually).
 - Serve as on-site coordinator for occasional evening and weekend events.
 - **Clergy Associate for Christian Formation:**
 - Pastoral Care:
 - Attend weekly clergy meeting to help coordinate pastoral care needs.
 - Maintain the on-call clergy schedule and ensure that there are no gaps in the schedule.
 - Maintain the pastoral log and contact the clergy person on call when needed.
 - Check to make sure that clergy follow-up has occurred and follow up with the home communion and neighborhood meals ministry if needed.
 - Make sure that clergy is aware of any special hospital visitation policies.
 - Inform the Neighborhood Meal Ministry regarding any needs for parishioner support.
 - Administratively support the Care and Compassion Ministry
 - Coordinate Sign-ups for Sunday prayer ministries and work to fill any gaps.
 - Keep track of attendance at healing prayer training sessions.
 - Serve as the point of contact for requests for healing prayer.
 - Coordinate Christian Formation programming with assistance from the administrative team.
 - Assist with room-set up for Christian Formation programming.

- Serve as on-site coordinator for occasional evening and weekend events.
 - **Clergy Associate for Family Ministry:**
 - Prepare all materials for baptisms and confirmations (documents, gifts).
Along with the clergy, serve as a liaison with the families involved.
- **Worship Support:**
 - Prepare Sunday bulletins and bulletins for special services with assistance from the clergy and Director of Music. Ensure accuracy of the Prayers of the People list as well as a marked-up bulletin to assist the sound technician on duty. This weekly task takes 4-5 hours per week.
 - Assign lay readers for Scripture reading and Prayers of the People.
 - Distribute weekly service participants list.
 - Serve as the liaison for the flower guild and altar guild.
 - Order poinsettias, lilies, palms, and ashes and arrange to have them delivered and set up. Determine a sales price with the assistance of the Director of Finance and Administration, maintain a list of donors of the plants and prepare a bulletin with the donor information. This occurs two times per year.
 - Make nametags for attendees, members, greeters, and vestry.
 - Maintain volunteer records and lists of members involved with different ministries.
 - Prepare all materials for ordinations (documents, gifts).
 - Coordinate funerals with the assistance of the administrative team and serve as a church liaison for the family of the deceased if needed.
 - Coordinate weddings/ marriage prep and be the church liaison for the families of the bride and groom. Assign an on-site coordinator if needed. (4-6 weddings per year).
 - Assign volunteers for funerals and weddings including ushers and wedding coordinators. Work with the clergy and administrative team to determine the date and time of the ceremony.
- **Vestry Support:**
 - Provide the new member report to the vestry clerk twice a year.
 - Maintain vestry and member records related to vestry elections (once a year).
 - Assist the Junior Warden with administrative support related to vestry elections (once a year).
- **Diocesan Liaison:**
 - Complete annual diocesan and ACNA reports (a 5-hour task once a year).
 - Make travel arrangements for clergy and lay representatives for the annual conference (once a year).
- Help coordinate any diocesan conference held at Holy Trinity Anglican Church.

POSITION ATTRIBUTES

- Enthusiastic follower of Jesus who is committed to the mission and vision of Holy Trinity Anglican Church
 - Ability to complete tasks efficiently while maintaining an attention to detail
 - Ability to multitask
 - Ability to thrive in an active workplace in which priorities can change quickly
 - Ability to communicate effectively and work cohesively as part of a team
 - Ability to interact hospitably and positively with members of the parish and staff
 - Membership at Holy Trinity Anglican church is preferred
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