



Job Title: Executive Assistant

Reports to: Rector

Category: Full Time + Benefits

Location: San Antonio, Texas

CHURCH MISSION

Christ Episcopal Church is a vibrant intergenerational parish located just north of downtown in the historic Monte Vista District of San Antonio. With a long legacy of faithfulness, Christ Church is committed to proclaiming the gospel of Jesus in word and deed, so that people would be *drawn* to Christ, *changed* by Christ, and *sent* to bear witness to Christ for the life of the world.

Christ Church's worship life consists of 4 Sunday Eucharist services, 1 "Sidewalk Saturday" Eucharist service that includes social services and a food pantry, holiday services, and weddings and funerals.

POSITION SUMMARY

The executive assistant to the Rector will bring administrative support and organization to the Rector's office, coordinating his calendar, managing administrative projects, and representing the administrative arm of his ministry.

SPECIFIC RESPONSIBILITIES:

Rector's Admin:

- Manage and coordinate rector's calendar:
- Monitor rector's email, flagging all urgent matters and responding quickly when appropriate.
- Complete rector's monthly financial accounting and expense reports in compliance with church protocols.
- Produce monthly Vestry agendas in coordination with Rector, Sr. Warden and Jr. Warden and support vestry administratively.
- Attend monthly vestry meeting, taking notes for rector on his action items.
- Graciously receive parishioners who are scheduled to meet with the rector and graciously guard the rector's office when appropriate.

Parish Admin:

- Manage records for all baptisms, marriages, confirmation and burials.
- Support sacramental ceremony preparations (e.g. baptism, confirmation, weddings, and burials).
- Manage the guestlist and provide administrative support for newcomer lunch.
- Coordinate the annual parochial report
- Generate, send and record all incoming and outgoing membership transfer letters.

- Greet and direct visitors, parishioners, vendors, couriers, and anyone else visiting the church in a courteous and professional manner.
- Receive, screen, and direct incoming calls. Check the general voicemail messages and route them to the appropriate person.
- Serve as the point of contact between the sextons and staff/parishioners/guests/etc.
- Serve as point of contact for church calendaring. Maintains, coordinates, and updates facility space requests. Input information into the Shelby Resource Calendar Plus calendar software program, forward information to appropriate staff members
- Sort incoming mail/packages, distribute to appropriate persons or mail slots.
- Handle ordering paper, printer ink, paper, office supplies, etc., as needed or as requested by staff, clearing large purchases with Office Manager and Financial Manager.
- Contact and organize church office volunteers when needs and special projects arise.
- Print, fold, and manage assembly of Bulletins, Announcements, Inserts, Handouts, and any other resources needed.
- Manage the Nametags for Sundays, adding and removing names as needed, and keeping track of weekly attendance.
- Ensure the Sanctuary is prepared for Sunday, providing extra Bulletins for Clergy and Acolytes, and updating Hymn numbers on the boards.
- Assist Office Manager in the management of member profiles in the Shelby Next Database.
- Manage and operate office equipment such as copy machines, Risograph, folding machine, fax machine, postage meter, etc. to assist the staff with projects.

QUALIFICATIONS

The successful candidate will be:

- A committed disciple of Jesus Christ and a person of lively faith
- Attentive to detail and organized
- Socially and emotionally mature
- Able to hold sensitive pastoral matters confidential
- Collegial and able to work well within a larger staff team
- Gifts in writing and editing
- Able to learn and navigate new administrative technologies
- Excited to work in a growth-oriented environment

TO APPLY

Interested applicants should send a cover letter, CV, and contact information for two references to:

Chesley Muenchow
 Director of Finance and Compliance
chesleym@cecsa.org