



CALVARY

EPISCOPAL CHURCH

PARISH ADMINISTRATOR & EXECUTIVE ASSISTANT TO THE RECTOR MINISTRY DESCRIPTION

WHO WE ARE LOOKING FOR

We are seeking a highly organized, detail-oriented team player to be our Parish Administrator & Assistant to the Rector. This role is responsible for providing comprehensive administrative and operational support to the Rector, ensuring the smooth and efficient functioning of the church office.

Calvary Episcopal Church is a thriving and rapidly growing faith community in historic downtown Bastrop, Texas. We value creativity, tradition, worship & service. [Learn more about Calvary](#) and [our charming community](#).

MINISTRY DESCRIPTION

I. Administration (60%)

- Manage all aspects of church administration, including budgets, calendars, facilities, and records.
- Oversee office equipment and supplies.
- Coordinate with ministry leaders and manage church databases.
- Facilitate logistics for church events and programs.
- Manage office volunteer program.

II. Executive Assistant to the Rector (30%)

- Manage the Rector's calendar, schedule meetings, appointments, and travel.
- Screen and prioritize communication, responding to inquiries and drafting correspondence.
- Manage expense reports and reimbursements.
- Provide technical support and maintain digital systems.

III. Leadership & Community Outreach (10%)

- Support the Vestry by attending meetings and taking minutes.
- Oversee Parish Hall usage for community events.
- Assist with outreach efforts.

QUALIFICATIONS

- Bachelor's degree preferred
- Strong organizational and administrative skills required
- Excellent written and verbal communication skills
- Proficient in time management and prioritization
- Familiarity with the Episcopal Church a plus
- Reliable self-starter with a strong work ethic
- Must pass background check to comply with church requirements
- Proficient in Google Workspace or Microsoft Office, database systems
- Sense of humor is a plus - we like to laugh around here!

SALARY & BENEFITS

- The Parish Administrator & Executive Assistant is a part-time employee and is expected to work 24 hours per week. The work will be done at the church office from Monday to Thursday from 9am to 4pm with a one hour break for lunch.
- The annual salary is \$31,200 or \$25/hour
- The church will also pay half of your Self Employed Contribution Act (SECA) taxes
- Four weeks of Paid Time Off per year in the first through fifth year of employment, and six weeks of Paid Time Off thereafter
- 12 paid holidays throughout the year in addition to PTO

APPLYING

To apply, email your resume and cover letter to calvarydiscernment@cecbastrop.org.

Calvary Episcopal Church is an equal opportunity employer and encourages applications from all qualified individuals.