

St. Margaret's

EPISCOPAL CHURCH

PARISH ADMINISTRATOR

Position Description (updated July 2026)

Accountable to: Rector

Directly Supervises: Accountant, Sexton

Status: Full-Time, Exempt Position (Fair Labor Standards Act classification)

Salary Range: \$74,487–\$90,000, commensurate with experience

Benefits: Health and dental insurance through the diocesan plan (parish pays 85% of employee premium); paid time off; retirement contribution of 9% of base salary in accordance with Church Pension Fund guidelines for the Lay Employee Defined Contribution Retirement Plan; long-term and short-term disability coverage (with premiums paid by the parish)

About St. Margaret's

St. Margaret's Episcopal Church is a vibrant, growing faith community in the heart of Washington, D.C., committed to welcoming all people, deepening faith, and living out justice and hospitality. Our ministries include weekly worship, Christian formation, outreach through Charlie's Place (our ministry with neighbors experiencing homelessness), and choral music. St. Margaret's has grown nearly 50% in membership over the past seven years and is in an active season of strategic growth.

Position Summary

St. Margaret's seeks an experienced, mission-oriented Parish Administrator to serve as the operational heart of the parish — providing administrative, financial, and facilities leadership so the Rector and ministry staff can focus on pastoral and programmatic work. This person is the primary in-person presence in the church office and first point of contact for parishioners, guests, and vendors.

Essential Responsibilities

Office, Communications & Rector Support

- Anchor the parish office as its primary in-person presence, managing communications (phone, email, in-person) with discretion and pastoral sensitivity, and maintaining a well-organized, hospitable environment.
- Manage the Rector's calendar and correspondence; support preparation for Vestry meetings and the Annual Meeting; assist with logistics for weddings, funerals, baptisms, and other pastoral offices.
- Finalize and print all worship bulletins (drafted by the Director of Music & Liturgy) and manage parish-wide announcements.
- Oversee basic parish communications: liaise with website contractors/volunteers to keep the site current, manage the e-newsletter, and oversee facility and event signage.
- Attend weekly staff meetings, monthly Vestry meetings, and the Annual Parish Meeting.

Financial, Records & HR Administration

- In partnership with the Accountant: collect, record, and reconcile weekly contributions; coordinate bank deposits; maintain giving records and prepare quarterly statements; code invoices and support budget tracking and audit preparation.
- Serve as primary administrator of Realm, maintaining membership, giving, and attendance records; maintain official Church Registers; prepare the annual Parochial Report; maintain parish documents and archives.
- Maintain employee records in Church Pension Group systems; process new hire/contractor paperwork and maintain confidential personnel files; serve as staff liaison for benefits questions; coordinate payroll with the Accountant; ensure compliance with diocesan HR policies.

Facilities Management

- Serve as primary staff contact for building operations across all parish properties; supervise the Sexton; manage vendor contracts, inspections, and the columbarium; manage rental/tenant relationships; liaise with the Buildings and Grounds Committee; coordinate building security and access.

Qualifications

Required: 3+ years administrative management experience (nonprofit, faith community, or similar); demonstrated financial literacy; supervisory experience; strong written/verbal communication; discretion with confidential information; genuine commitment to parish's mission.

Preferred: Familiarity with Episcopal Church culture and liturgy; Church Pension Group or similar HR experience; facilities management; and basic communications/website management background.

Personal Attributes

A warm, self-directed, and adaptable presence who supports clergy, staff, and volunteers alike, and is committed to St. Margaret's values of inclusivity, justice, and generous hospitality.

Work Environment

St. Margaret's is a 125-year-old facility with stairs and no elevator on Connecticut Avenue, NW, with typical urban office noise; occasional work at the nearby Rectory. The role requires sitting and computer work, standard office equipment use, navigating stairs, and lifting up to 20 pounds occasionally.

This is a primarily in-person position, Monday through Friday, with occasional weeknight and Sunday presence required. Remote work of up to one day per week may be negotiated when an alternative in-person coverage arrangement is in place.

How to Apply

Send a cover letter, resume, and three professional references to **the Rev. Richard Weinberg** at richard@stmargaretsdc.org. Applications reviewed on a rolling basis; position open until filled.