Administrative Assistant

St. Constance Episcopal Church
1508 S. White Station Road
Memphis, TN 38117

Position: Part-Time Administrative Assistant
Hours: 20 hours per week, in person
Schedule: To be mutually agreed upon by the Rector and the selected candidate.

About St. Constance Episcopal Church

St. Constance Episcopal Church is a newly established parish in the Episcopal Diocese of West Tennessee, formed through the coming together of five congregations: All Saints' Episcopal Church, Church of the Good Shepherd, Emmanuel Episcopal Church, Holy Trinity Episcopal Church, and St. Joseph's Episcopal Church.

Rooted in the Episcopal tradition, St. Constance is building a welcoming and inclusive faith community that celebrates the gifts, histories, and traditions of its founding congregations while embracing a shared future of worship, fellowship, and service.

We are seeking a dependable, organized, and personable part-time Administrative Assistant to support the daily operations, communications, and ministries of the church. The ideal candidate will be detail-oriented, comfortable working with a variety of people, and able to manage multiple responsibilities with professionalism, discretion, and a welcoming spirit.

Primary Responsibilities

Office Administration

- Welcome visitors, answer telephone calls, and respond to inquiries during scheduled office hours.
- Maintain organized office files, records, and administrative systems.
- Maintain accurate parish membership and sacramental records, including baptisms, confirmations, marriages, deaths, and membership transfers, in the parish registers and ACS/Realm database.
- Order and maintain supplies for the church office, hospitality activities, and ministries as needed.
- Scan and forward receipts, invoices, and other financial documentation to the bookkeeper.
- Coordinate requests for use of church buildings and facilities, referring requests to the Junior Warden and Rector as appropriate.
- Provide general administrative support to clergy, staff, and lay ministry leaders.
- Perform other administrative duties as needed.

Communications

- Monitor incoming telephone messages, postal mail, and church email, responding appropriately or directing inquiries to the relevant staff member or lay leader.
- Assist with the preparation of Sunday worship bulletins and other service materials.
- Maintain parish email distribution lists and assist with communicating schedules, announcements, and parish activities.
- Prepare and coordinate occasional churchwide mailings.
- Prepare acknowledgments for memorial contributions, donations, and other gifts.
- Help ensure that parish communications are accurate, timely, and welcoming.

Vestry Support

- Prepare, assemble, and distribute monthly vestry meeting packets electronically and in print, as needed.
- Receive, organize, and distribute vestry meeting minutes.
- Assist with maintaining organized vestry records and related administrative materials.

Qualifications and Expectations

- Strong organizational skills, attention to detail, and the ability to manage multiple tasks effectively.
- Excellent written and verbal communication skills and a welcoming, professional demeanor.
- Proficiency in Microsoft Office applications
- Willingness and ability to learn ACS/Realm, the church's membership database.
- Ability to work independently, take initiative, and collaborate effectively with clergy, staff, volunteers, and parishioners.
- Ability to maintain confidentiality and exercise appropriate discretion when handling parishioner information and sensitive church matters.
- Satisfactory completion of background and reference checks.
- Completion of Safe Church training through the Episcopal Diocese of West Tennessee.

Schedule and Work Environment

This is a part-time, in-person position requiring approximately 20 hours per week. The regular work schedule will be established by mutual agreement between the Rector and the selected candidate, with consideration given to the administrative and ministry needs of the parish.

How to Apply

Interested candidates should submit a **cover letter, resume, and contact information for two references** to:

The Rev. Hester Mathes
Rector, St. Constance Episcopal Church
hmathes@holytrinityec.org