



### **Position Opening: Parish Administrator**

Christ Church Detroit seeks a detail-oriented, tech-savvy individual to join our team as Parish Administrator. The Administrator manages day-to-day operations, including financial processes, facilities oversight, information technology, and event coordination.

This position is a full-time, exempt opportunity with a salary of \$52,000-\$55,000 commensurate with skills and experience, and an excellent benefits package.

The Parish Administrator reports to the Rector (the lead priest), and his/her/their direct reports include several part-time personnel in the areas they oversee.

The Parish Administrator works primarily in the office (at least four days per week or equivalent thereof), although approximately one day per week may be done remotely. He/she/they thrive in a dynamic hybrid working environment that involves routine tasks and unexpected demands, and must multi-task fluidly. The Administrator works both independently and collaboratively. He/she/they manage their own time, while also anticipating the needs of and communicating proactively with ministry leaders. The Administrator interacts with a wide range of individuals including the clergy, staff, committee leaders, general public, and outside service providers/vendors. The Administrator handles numerous sensitive matters with discretion and precision.

#### **Core Responsibilities:**

- *Financial:* Manages accounting, payroll, insurance, and banking relationships; keeps all parish financial information accurate, current, and well-organized; administers church management system; and prepares statements and reports, in collaboration with and support of staff colleagues and committee leaders
- *Facilities:* Performs regular walk-throughs of facilities and manages work with contractors and vendors, in collaboration with staff colleagues and committee leaders
- *Information Technology:* Maintains digital systems and equipment, troubleshoots with aptitude, and engages technicians as needed
- *Event Coordination:* Navigates planning and logistics for gatherings and events at the church, which may require some evenings and weekends
- *Office Management & Supervision:* Maintains office logistics and provides skilled supervision to part-time personnel

## Qualifications

- Proven experience in the oversight and administration of an organization's accounting & finance, buildings & grounds, technology & office systems, and event operations
- Strong interpersonal skills and team player with ability to build relationships, communicate proactively, and work collaboratively with those inside & outside the church
- Organized, efficient, and able to manage multiple projects simultaneously, with precise attention to detail and utmost respect for confidentiality
- Proficient with Google Suite, basic accounting software, and other digital systems
- Enthusiasm and respect for the nonprofit and/or faith-based sectors

The Administrator is not a member of Christ Church Detroit, and may be a person of any religion or none, yet as both a public face of the parish and as an integral support to ministry teams, he/she/they must champion Christ Church's values of inclusion, hospitality, and humility, and embrace with sensitivity the complex systems of this historic parish.

To inquire, please send your cover letter and resume to the Rev. Emily Williams Guffey, Rector, [emily@christcd.org](mailto:emily@christcd.org).

## About Christ Church Detroit

Christ Church is a dynamic, multi-racial, multi-ethnic congregation that has served downtown Detroit since 1845 and continually strives to be a beacon of hope through lively hospitality, compelling educational programs, and beautiful worship and music. In the midst of the \$2.7 million Renew, Restore, Rejoice capital campaign, it is striving to grow in membership and reach. A member church of the Episcopal Diocese of Michigan, Christ Church Detroit warmly welcomes and includes people of all ages, abilities, means, genders, sexualities, races, ethnicities, backgrounds, and perspectives.

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