



Saint Luke's Parish

JOB DESCRIPTION

OFFICE MANAGER

OPPORTUNITY

Saint Luke's Parish is looking for a talented administrative professional to help keep our church office running smoothly and joyfully! If you love bringing organization, efficiency, and accountability to busy environments—and have a knack for juggling projects with ease—you might be the perfect fit. Our ideal teammate is a self-starter who thrives in a collaborative, friendly, and mission-driven setting. Here, you'll be part of a supportive team where every voice matters, the culture is welcoming, and the work you do makes a real difference each day.

The Office Manager plays a vital role in supporting our clergy and staff, handling the day-to-day administrative needs of the Parish with care and efficiency. Working closely with the team, this person ensures that the office operates smoothly, records are accurately maintained, and the mission of Saint Luke's continues to move forward in meaningful and impactful ways.

OUR CHURCH

Saint Luke's Parish is a large, vibrant Episcopal Church, located in Darien, Connecticut. Founded in 1855, it has grown to be one of the largest Episcopal churches in New England, with more than 400 pledging families. Saint Luke's is known for its ministry with children and youth, outreach, music, adult education, dynamic preaching, and a strong sense of community. We share our seven-acre campus with two partners, Saint Luke's Parish School and Person-to-Person. For more information, visit, <https://www.saintlukesdarien.org/>

KEY RESPONSIBILITIES

- Serve as a welcoming presence to all who reach out directly to our Parish to inquire about our offerings to contact clergy or seeking other pastoral support.
- Manage the day-to-day running of the Parish Office, including scheduling, volunteer coordinator, and general admin oversight.
- Manage the Parish calendar for internal and external meetings and events.
- Maintain Parish records, including updates to database system (Realm); baptism, wedding, and funeral records; and records for the columbarium.
- Create and coordinate printing of weekly service leaflets for worship and oversee all mailings.
- Support coordination of volunteers with reminders to readers, ushers, and other worship leaders, keeping track of Safe Church compliance.
- Assist the Director of Engagement with support related to newcomers, letters of transfer, stewardship, capital campaign, baptisms, weddings, and funerals.

QUALIFICATIONS

- Strong organization and project management skills
- Detail oriented
- Excellent communication and relationship building skills
- Experience with Microsoft Word and Excel, as well as Google Office products and similar calendar management and document sharing platforms
- Comfort with learning and using various administrative applications and databases such as Realm, Constant Contact, Square, and others
- A warm and hospitable personality; someone who enjoys building community and working collaboratively with a committed and diverse group of leaders
- Extreme discretion and commitment to confidentiality of all Parish matters
- Applicants are not required to be members of the Episcopal Church but will need to bring a learning approach to the unique aspects of administration in this context
- Applicants may not be members of St. Luke's Parish

HOURS AND LOCATION

The Office Manager is a part-time position, averaging 18-25 hours per week in the church office (during normal office hours) with seasonal fluctuations. There is the potential for some at-home work based on individual need and circumstances from time to time as needs arise. We are located at 1864 Post Road, Darien, CT.

COMPENSATION AND BENEFITS

The hourly rate is based on prior relevant experience and is \$25-\$30 per hour. The position is eligible to participate in the Church Pension Fund.

EQUAL OPPORTUNITY EMPLOYER

Saint Luke's Parish welcomes and provides equal employment opportunities to all employees and applicants for employment without regard to age, race, color, national origin, ancestry, religion, gender and gender identity, sexual orientation, family medical history or genetic information, pregnancy, parental status, military service, veteran status, citizen status, political affiliation, disability status, or any other non-merit-based factor.

TO APPLY

Please submit a thoughtful cover letter and resume to The Rev. Ryan Fleenor, Rector at ryan.fleenor@saintlukesdarien.org.