



St. Michael and All Angels Episcopal Church
1325 Champaign
Lincoln Park, MI 48146

We are seeking an experienced and dedicated Executive Secretary/Bookkeeper to join our vibrant parish.

About St. Michaels

We are a community of faith that values diversity, acceptance, and respect for all, where everyone can gather to worship, learn, and serve. All are welcome! We believe life is a spiritual journey, and we invite everyone to journey with us as we walk the Episcopal way of love, mission, and service. Many of us started our faith journeys in another denomination or no church at all. We are a community that feeds people—body, mind, and soul—through various outreach ministries, including our blessings box and bagged lunch program. We seek to help the unhoused with warm coats and plained mats that provide a durable and waterproof barrier from the elements. We come together to support and celebrate each and every member and enjoy dinners, summer picnics and baseball games. Learn more about us at <https://stmichaelslp.com>

Duties and Responsibilities

Communications Management:

- Handle incoming phone calls, emails, and visitor inquiries with warmth and professionalism
- Prepare newsletters, announcements, and promotional materials for parish events
- Support stewardship and fundraising communications
- Oversee weekly bulletin production, including content coordination with clergy and ministry leaders
- Process daily mail, including sorting, distribution, and handling correspondence
- Manage parish database and membership records
- Coordinate bulk mailings for newsletters, stewardship campaigns, and special events
- Maintain mailing lists and ensure accurate addressing for parish communications

Facility and Rental Management

- Coordinate use of the building and maintain church calendar

- Manage relationships with building users, including regular renters and prospective renters • Coordinate rental agreements, scheduling, and payment collection
- Collaborate with staff to facilitate building maintenance, cleaning, and inspections
- Ensure facility compliance with diocesan and local regulations

Administrative Support

- Provide general administrative assistance to clergy and staff
- Regularly attend staff meetings
- Maintain office supplies and equipment
- Additional duties may be assigned by the Rector.

Bookkeeping

- Maintain Pledge Records
- Works with the Treasurer or other individual or organization as decided by the Vestry to accomplish key finance-related tasks
- Post weekly offerings on “Servant Keeper” church software
- Post electronic offerings received from the Diocese on “Servant Keeper”
- Maintain and keep up to date the offering envelope numbers
- Mail quarterly statements to parishioners
- Track and record all memorial gift offerings
- Update and handle balance inquiries
- Run contribution statements
- Print and mail contribution statements quarterly
- Input pledges to Servant Keeper software, annually

Invoices/Checks

- Prepare bills for payment.
- Prepare physical invoices/checks for signature, as needed for non-electronic bill pays using QuickBooks.
- Prepare check request form for electronic bill-pays.
- Maintain backups for QuickBooks and Servant Keeper
- Prepares material for the yearly audit

Requirements and Qualifications

- 2-5 years office experience, preferably in a manager position (a plus if you have church experience)
- Strong customer service skills and the ability to build relationships with all people
- Strong organizational, time management and problem-solving skills
- Excellent interpersonal and communication skills; must be a team player.
- Ability to maintain appropriate confidentiality with personnel, financial records, personal or pastoral matters which are entrusted to the Church.

- Proficiency in Microsoft Office Suite and Quickbooks. A plus if you have experience with social media communications, website management and graphic design tools such as Canva.
- Positive attitude and a willingness to learn.

Compensation and Benefits

- This position reports to the Rector (senior pastor) of St. Michael and All Angels
- This position is part time, expected at 20 hours a week. Schedule is flexible but requires a minimum of 4 days a week in the office, preferable Tuesday - Friday
- This position will be paid at an hourly rate of \$20.00.
- This position offers five (5) paid holidays (Thanksgiving, day after Thanksgiving, Christmas Day, one flexible day between Christmas and New Year and New Year's day)
- This position offers ten (10) paid time off (PTO) days to use as needed
- This position does not offer health insurance, life insurance or pension benefits
- This position is contingent upon successful 90-day introductory period to ensure alignment

The anticipated start date for this position is **Tuesday, June 16, 2026.**

To Apply:

Please submit your resume and a letter of interest to The Very Rev. Dr. Paula Miller at pmillerphd@gmail.com

Final round of candidates will be asked to provide three (3) strong references and undergo a background check.