



ST. MATTHEW'S EPISCOPAL CHURCH

St. Matthew's Episcopal Church, Austin
8134 Mesa Drive, Austin, TX 78759
office@stmattsaustin.org
(512) 345-8314

Job Title: Executive Assistant to the Rector

Start Date: Open Position

Schedule: Full-Time, In-person, Required most Sundays 7:30-12:30

ABOUT THE CHURCH:

St. Matthew's is a vibrant Episcopal Church located in the Northwest Hills area of Austin, Texas. Founded in 1958, St. Matthew's has a 6-acre campus which includes a Day School for children ages 18 months through kindergarten and a Memorial Garden with a columbarium and common urn. St. Matthew's is a loving sacramental community, welcoming all to share life's joys and challenges as a family; to learn and grow in Christ; and to passionately serve each other, Austin, and the world.

ABOUT THE JOB:

The Executive Assistant to the Rector is the primary point of contact for the Rector, the Reverend Katie Wright, and other full-time, part-time, and retired clergy that serve in the parish to varying degrees. The person in this role manages the calendars, communications, meetings, and events related to the clergy, as well as other liturgy-centric administrative responsibilities.

SKILLS AND QUALIFICATIONS:

- Able to organize, prioritize, and execute multiple projects with differing timelines while maintaining excellent attention to detail and appropriate engagement with clergy, staff, and lay leaders.
- Strong interpersonal communication skills and able to build relationships with parishioners and lay leaders, as well as leadership at other area churches and at the diocesan level.
- Highly devoted to maintaining integrity, reliability, confidentiality, and grace under pressure.
- Able to work independently with minimal supervision and gauge when situations dictate otherwise.
- Resourceful, innovative, and proactive in support of the Rector, other clergy, staff, and lay leaders.
- Committed to supporting the mission of St. Matthew's Church and the Episcopal Church.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Knowledge of Microsoft Office (Outlook, Word, Excel) and Google Suite (Gmail, Drive, Docs, Sheets)
- Experience as an assistant to professionals in similar roles
- Experience with Episcopal Church liturgy or similar
- Experience with Event Planning or similar
- Familiarity with data management tools (ACS and REALM ideal, but not required)

SUMMARY ROLES AND RESPONSIBILITIES:

- Clergy coordination
- Event coordination
- Newcomer coordination
- Liturgical preparation
- Parish records/reports
- Other duties

For more information about this position, please contact Chris Schumacher at chris@stmattsaustin.org.



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DETAILED ROLES & RESPONSIBILITIES:

- Manage the Rector's daily calendar of meetings and related communications, actions, and materials
- Coordinate all aspects of events the Rector hosts, whether inside or outside the church
- Coordinate travel and related arrangements for Rector and clergy
- Coordinate the preaching calendar for all clergy, including after-hours pastoral care coverage
- Coordinate logistics for major parish events and seasons, including Baptisms, Confirmations, Weddings, Ordinations, Funerals, Advent season, Christmas season, Epiphany season, Lenten season, Holy Week, Easter, Pentecost, Backpack Sunday, and St. Matthew's Day
- Serve as the point of contact for all Bishop visits and facilitate all related activities and materials
- Be an active presence at church from 7:30-12:30 on most Sunday mornings supporting smooth execution of ministerial activities, welcoming prospective new members, and championing parish life
- Coordinate initial engagement with visitors and newcomers, including post-visit follow-up, outreach from clergy, entry into church systems, and invitation to upcoming parish events
- Assist with managing the church ACS membership and REALM financial systems
- Assist with liturgical components of weekly service bulletins and coordinate in-worship special events and activities with Rector, Clergy, Staff, Worship Council, Director of Music, Sexton, and Guilds
- Assist in the preparation of meeting presentations and reports under the direction of the Rector
- Attend key parish meetings as appropriate and assist with clergy-related actions and deliverables
- Organize and maintain the Parish Register and oversee the volunteer Church Archives Council
- Coordinate collection of inputs and assembly of Parish Annual Report
- Serve as the Safeguarding Coordinator for the Parish
- Other duties and responsibilities as assigned