



THE CHURCH OF THE
Epiphany

351 EAST 74TH ST.
NEW YORK, NY 10021

THE REVEREND MATTHEW DAYTON-WELCH, *XVI* RECTOR

Position listing: Director of Parish Operations, summer 2026

JOB DESCRIPTION SUMMARY

The Church of the Epiphany is seeking a full-time director of parish operations (DPO). The DPO reports to the Rector and oversees financial administration, clergy and program support, tenant and rental management, and facilities management. The ideal candidate would bring strong organizational and administrative skills, proficiency with current and emerging office technologies, pastoral sensitivity, and a commitment to Epiphany's mission to know God in Jesus Christ and make Christ known to others. They would recognize that their work is a ministry alongside other parish ministers.

A detailed description for the DPO is below. We hope to fulfill this position by June 30.

SALARY & BENEFITS

The salary is \$75,000 - \$85,000 plus full health insurance coverage for employee and spouse, participation in a lay-pension plan, and four weeks paid vacation.

HOW TO APPLY

Please email as two PDF attachments:

- A cover letter (1-2 pages only) that answers three questions:
 - *How would the mission of the Church of the Epiphany inspire your work? What experience do you have in working with nonprofits, and how did the mission of that organization influence your work ethic?*
 - *In your assessment, how do Epiphany's needs align with your strengths, and how would they, together, advance Epiphany's growth?*
 - *The Church and its people are flawed as all people are, and yet we seek to make amends and grow. What would you like to learn in the next five years as an employee of Epiphany? What about this job would challenge you, and what would you need from us to meaningfully advance your confidence in your role?*
- Resume, including three references

Send to the Rector, the Reverend Matthew Dayton-Welch, at daytonwelch@epiphanynyc.org.

Please understand the volume of applications may inhibit our ability to respond promptly to all applications. We will review applications on a rolling basis until the position is filled.



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Detailed Job Description

ABOUT EPIPHANY

The Church of the Epiphany is a neighborhood church in the Episcopal tradition and member of the Episcopal Diocese of New York. We open our doors six days a week in the hopes of creating a place of community and belonging to all people. Our congregation—diverse in ethnic background, income level, age and faith familiarity—gathers for worship, formation, pastoral care, outreach and fellowship. Two large tenants serve similar but non-religious community-focused missions, and we hope to be good partners to them.

RESPONSIBILITIES – *building operations & stewardship (25 percent of time)*

The DPO leads a small staff of facilities employees. While specialized facilities knowledge is not expected, a familiarity with some building systems is needed to support the staff.

The DPO is the primary point person for vendors and service providers, keeping records accordingly. They also:

- Receive and direct all front-office business inquiries
- Oversee space usage and rental agreements, ensuring careful scheduling
- Ensure the building is secure and adheres to proper security protocols
- Identify long-term facilities needs and procures solutions
- Explore and facilitate short-term rental possibilities

RESPONSIBILITIES – *clergy & program support (20 percent of time)*

The DPO honors the sacred nature of the clergy's vocation and supports their work as collaborative partners, assisting with sacramental, pastoral, formation, and fellowship projects as needed. They collaborate on schedules and staffing, and support the clergy in executing parish events. They help with annual stewardship drives and partner with parish committees. They help set a parish culture that is joyful, inclusive, and Holy Spirit-led.

RESPONSIBILITIES – *financial management (25 percent of time)*

The DPO is responsible for overseeing all financial operations of the parish in collaboration with the Rector, Treasurer, and Vestry, ensuring accuracy and integrity in our accounting work. The DPO holds primary responsibility for:

- Managing invoice payments via Bill.com and initiate payments and checks
- Payroll processing
- Petty cash details and cash deposits
- Prepare scheduled donor statements
- Endowment redemptions
- Handling finance-related mail
- Reviewing investment statements
- Supporting the Rector and Treasurer in preparation for vestry meetings and the annual meeting of the parish



Epiphany contracts with an outside controller for account reconciliation, bookkeeping, account analysis, financial statements, budget development, and cash flow projections. The DPO will be the primary conduit to the outside controller, working in partnership with them. Epiphany also contracts with an outside auditor, a process which the DPO would similarly oversee.

RESPONSIBILITIES – *administration & technology (10 percent of time)*

The DPO is responsible for the parish's administrative operations. They keep the office well-stocked with supplies, answer general correspondence, ensure phone systems function correctly, and assist with hospitality. They assist the archivists in record retention.

The DPO also serves as the point person for the parish's technology needs: digital signage, door locks and access, website, social media, membership database, Dropbox, and Google and Microsoft programs. *(Note: we are looking for proficiency but not necessarily expertise. We currently contract with an IT service provider who helps with troubleshooting. Where there are limitations in skill, the DO will need to know how to obtain the technical support needed.)*

RESPONSIBILITIES – *human resources (five percent of time)*

The DPO handles benefits enrollment and maintenance for all employees. The DPO maintains personnel records and serves as the primary contact for HR policies and procedures. The DPO also:

- Ensures timely filing and distribution of quarterly and annual payroll tax forms
- Manages background checks and Safe Church records
- Maintains accurate employee records in payroll and benefits systems
- Advises the Rector on HR matters

RESPONSIBILITIES – *grants (ten percent of time)*

The DPO works with the clergy to write and administer grants, especially for the Wednesday Night Dinner Program. The DPO assists staff and volunteers with purchasing supplies using grant funds, both online and in person. They support staff and volunteers in obtaining necessary food safety training. They assist with other grants, including diocesan sustainable development grants and Episcopal Charities grants.

RESPONSIBILITIES – *legal & licensing (five percent of time)*

The DPO collaborates with Epiphany's counsel for projects as needed, such as NYC municipal compliances, and neighboring building access agreements. The DPO adjudicates all contracts, including lease agreements.

Additionally, the DPO maintains the church's soup kitchen license, property tax exemptions, and water and sewer tax exemptions.

EXPECTATIONS

The DPO is an integral part of the Epiphany leadership team, often serving as the first point of contact for members of the congregation and wider community. Professionalism and kindness are a must, as well as pastoral sensitivity and discretion, and confidentiality where required. Further:



- The DPO must demonstrate good leadership skills, managing those employees to whom they are assigned with clarity and compassion.
- The DPO understands this is a full-time position that requires on-site presence, Monday through Friday. They understand also that additional hours may be required at certain times of the year, especially around holy seasons or for one-off parish events. The DPO understands that the life of a parish does not often fit within regular weekdays, and that sometimes questions or asks for quick assistance might be needed outside of weekday hours, especially when supporting clergy for night and weekend events. It is not anticipated that the DPO would regularly commit to attend night events; Sunday work and Christmas are not required.
- In consultation with the Rector, it is understood that times of demand are balanced with times that afford rest; occasional work-from-home days or days off may, from time to time, be warranted, especially during summer months.
- The DPO has a bachelor's degree, strong written and communication skills, familiarity with financial management and accounting and business administration. They work collaboratively with their colleagues with appreciation for the outward-facing nature of parish work.
- The DPO will pass a background check and adhere to all Safe Church requirements.

WHOM WE PREFER

Our new DPO demonstrates commitment to our mission, showing curiosity in our people and programs, seeking to create lasting relationships. They look to understand what they do not know, and they do not let obvious problems languish. They are driven, enthusiastic—and most importantly, kind. None of this means anything if we do not model God's enduring love with one another.

We prefer a colleague who is eager to create roots and not pass through briefly, someone who would set goals for themselves over several years, and seek out opportunities for growth and skill development. We'll look for candidates who have demonstrated a willingness to bring their full hearts to their work and to the communities they served. We'll look for candidates who have a track record of creating systems that solved organizational problems, as well as those candidates who have familiarity with community organizations—especially parishes—and a desire to understand the culture of the Episcopal Church.

EEO STATEMENT

The Church of the Epiphany makes hiring decisions without regard to age, ancestry, disability, national or ethnic origin, race, religious belief, sex, sexual orientation, gender identity, marital or veteran status.

