

Job Description: CHURCH ADMINISTRATOR
HIGHLAND HILLS PASTORAL CHARGE
Located at Highland Hills United Church, Minden

Job Purpose: The Church Administrator fills a vital role in the Pastoral Charge, making the first impression for all who visit or contact the church, and assisting the minister in the daily life of the charge. Skilled at multi-tasking and initiative to ensure the office routines and responsibilities are met

Main duties and responsibilities:

1. Preparation and production of weekly bulletin, monthly newsletter and annual report and set up of on-line ZOOM meetings and weekly church service
 - This is an important part of the Church Administrator role. The position will work closely with the Minister, church staff and Music Director to fulfill these responsibilities
 - Prepare the annual report with input from staff and Committees
 - Send correspondence to congregations
2. Serve as in-person, telephone, email and on-line receptionist
 - Often as the first point of contact, the Church Administrator is expected to greet people warmly, and in a professional manner and provide assistance answering questions, giving direction, handling building bookings and passing along messages
3. Undertakes day-to-day financial tasks
 - Manage day to day accounts receivable and payable using financial software, in consultation with the Treasurer
 - Maintain record of HST paid
 - Maintain petty cash fund
 - Maintain records of gifts, notifications and thank you notes
 - Assist Treasurer with generating and distributing financial reports
4. Management of the Church Office and records
 - Procuring, maintaining inventory and overseeing storage of office supplies
 - Maintaining office equipment and arranging for repairs, as needed
 - Receipt and distribution of mail
 - Keeping the bulletin boards current
 - Basic updating of the website, training to be provided
 - Maintain files, membership directory and related records
 - Distributing communications received from Regional Council and the United Church of Canada
 - Music copyright and photocopier usage reporting
5. Provide administrative support for Minister and Church Staff and assistance to the Official Board, Church Committees and Congregation members
6. Maintenance of Church calendar and building bookings

- Booking weddings, funerals, rentals, meetings
- Overseeing records and documents related to health and insurance requirements for building users (e.g. COVID contact tracing)
- Contacting local media, radio and newspapers, regarding notices and special events

Competencies:

- Ability to deal effectively and tactfully with a wide variety of individuals – in person, over the phone and in writing
- Warm, enthusiastic and welcoming to members and guests, as expected in a Christian environment
- General bookkeeping skills and knowledge of financial software, or willingness to learn
- Excellent written communication skills
- Demonstrated high level of proficiency in MS Office (Word, Excel, Powerpoint)
- Comfortable with technology. Experienced with on-line platforms, including web-site updates and setting up ZOOM meetings, or willingness to learn
- Ability to work well with others, including members of the staff, congregation, guests, the general public and volunteers
- Ability to maintain a high level of confidentiality and discretion
- Excellent organizational skills, accuracy and attention to detail
- Versatility, flexibility and willingness to adapt to changing priorities and technologies

Reports to

- The Minister on daily basis, and the Ministry & Personnel Committee

Position Type and Expected Hours of Works

- This is a 20 hours per week position, subject to annual review. Work week is flexible within Monday to Friday timeframe.

Required Education and Experience

- Post secondary training preferred, such as office administration or bookkeeping
- Minimum 3 years of experience in a responsible administrative capacity