

St. Paul's-Eastern United Church Office Administrator

Job Description (effective September, 2017)

Position title:

Office Administrator (Part-time employee, 12 hours per week)*

Effective date:

Updated September 8, 2017 to reflect revised bookkeeping support model.

Teamwork: SPEUC is a modest-sized church with limited budget and a small contingent of staff. In order for the church to succeed in its mission, it is critical that staff members work as a team under the leadership of the Minister.

The Office Administrator is accountable for the provision of a broad range of secretarial and administrative responsibilities that are critical to the life and work of St Paul's- Eastern United Church and for the effective and seamless functioning of the church office. The scope of the work is quite broad and the duties are performed with a moderate degree of independence. Instructions that are provided are often general in nature, and expressed in desirable objectives. Many tasks call for independent follow-up or anticipation of situations to come.

Reporting Relationship/Accountability:

- SPEUC Church Council through the Ministry and Personnel Committee provides general strategic direction, accurate and up-to-date job descriptions, performance reviews and related personnel guidance, advice and support;
- Minister provides team leadership, sets priorities and approves any use of the sanctuary;
- Chair of Property provides direction on matters related to use of space in the church.

Attributes and skills

Interpersonal skills and empathy
Ability to maintain confidentiality
Computer skills (word processing software, Excel, e-mail... .etc)
Basic Filing and Archiving Skills
Creative thinking and problem solving skills
Attention to detail
Experience with United Church policies and procedures
Appropriate office attire (known as "business casual")

DUTIES

Ministry Support

1. Prepare church bulletin and accompanying announcements weekly, in time for Sunday worship.
2. Assist minister by passing messages on to him/her in regards to any changes in schedule or needs for special support for members of the congregation (e.g. Illness, death, etc).
3. Sort, distribute and prepare correspondence and, in consultation with minister, ensure any required follow-ups are noted and action taken.
4. Prepare documents for minister as needed, i.e. Baptismal Certificates, Marriage Certificates, Burial Certificates, Transfer of Membership documents etc and assist in maintaining church registers.
5. Ensure guest books, and pens with space for addresses, emails, are available in both locations in sanctuary for guests. Send welcome letter, in consultation with minister, to visitors who sign guest books. Prepare thank you letters in consultation/approval of Minister or Council Chair to donors of funds, legacy gifts, memorial donations, etc greater than \$100.00.

St. Paul's-Eastern United Church Office Administrator

Job Description (effective September, 2017)

Communication

1. Receive, direct and respond to telephone calls or e-mails by:
 - Providing general information on Church programs, committees and services, and/or, in consultation with minister, referring caller(s) to appropriate person as required.
 - Providing recorded voice mail messages for after-hour calls.
2. Provide support services to the Church Council, Congregational and Trustee Meetings by maintaining official copies of approved minutes on church files and posting copy of Church Council and Congregational Meetings in church hall for consultation by members of St Paul's- Eastern UC congregation.
3. Assist, as required/requested, in the preparation, distribution and posting of congregational newsletters and/or information to the various church communications media (e.g. SPEUC website, Image Community newspaper)
4. Collate inputs of minister, committees and other miscellaneous inputs into the Annual Report, and coordinate printing and distribution.
5. Obtain approval via the Ministry and Personnel committee for the "hours of work" schedule for the year - hours of work schedule may be identified as Summer Hours, Regular hours. Ensure Minister is consulted in advance of any changes in work schedule. The "hours of work" schedule is also to be printed in the bulletin, and recorded on the SPEUC answering machine.

Administration

1. Update church contact lists as appropriate:
 - Mailing lists: ensure lists of church members, adherents and church friends with name, address, phone number and email address are up to date;
 - Elders List and Phone/E-mail Chain: ensure copies of updated lists are kept in the church office.
2. Maintain schedule of SPEUC activities by:
 - Ensuring meetings and/or activities of interest to church members are included in church bulletin as per guidelines established;
 - Keeping the church bulletin boards up to date, including posting notices of upcoming events and removing events which have passed.
3. Develop and maintain a secure filing system in church building for church documents and files; manage the protection of private information in the possession of St Paul's-Eastern UC via appropriate secure storage of records in accordance with UCC Privacy Policy. Ensure files kept on church computer(s) are limited to church business.
4. Coordinate maintenance/repair of the office equipment (e.g. photocopier, computer, printer and monitor). Order and store stationery/supplies as required for the Church Council or minister.
5. In normal circumstances, the scheduling of workers and service providers who provide maintenance and repair for Church equipment or systems is done by the Property Committee. However, there may be occasions when the Church Administrator will be requested to schedule such events or welcome the service providers into the church during the Church Administrator's normal working hours.
Examples of service providers may be;
 - Elevator maintenance,
 - Furnace service,
 - Telephone and Internet service,
 - Repair companies, Plumbers, Sewer cleaners,
 - Piano, Organ tuner
 - Police etc.
6. The making and distribution of Keys for the church is, under normal circumstances, performed by the Property Committee. However, there may be occasions when Church Administrator will be requested to

St. Paul's-Eastern United Church Office Administrator

Job Description (effective September, 2017)

assist in this function. The Church Administrator is to maintain a list of personnel or groups who hold keys that provide access to church premises/rooms:

- regularly update ensure the list is kept up to date,
 - issue keys, as requested by the property committee, to personnel approved by Church Council. Occasionally keys are issued to short term renters as an on needed basis by Administrator when Caretaker is unable to be present.
 - collect deposit fee for keys issued and submit deposits to the SPEUC bank account.
 - input data in accounting records for recording of church liability to recipient of key,
 - raise documentation to issue a cheque to reimburse personnel who return key,
 - ensure keys that are not in use, are secured and reconciled monthly and that keys be returned by short term renters when appropriate.
7. Prepare the UC annual statistical report seeking required info from the Minister and other church groups.
 8. Input, maintenance and update of Collections database.
 9. The creation of Official Income Tax receipts with the assistance of the Treasurer.

Space Rentals

1. Ensure usage of church sanctuary and/or church hall is in accordance with Church Council direction by:
 - Referring all outside requests for church space usage to the Chair of Property, or to the Minister in the case of requests to use the sanctuary or when other faith groups seek rental space. However, the church administrator is expected to operate with some amount of autonomy in this regard, using the guidelines established for rental rates. At this point, all secured rentals are communicated to the property chair, and consecutively to minister, caretaker, and as well, to other renters of church space via a monthly calendar or on an as needed basis. It is to be noted that for any concerns/questions regarding a rental, the Property Chair will be consulted.
 - Preparing any required follow-up documentation (e.g. rental agreement or other written confirmation document) in accordance with terms approved by Chair of Property or Minister and ensuring the collection of rental fees as appropriate using a monthly invoice. Coordinate with the Church Custodian if caretaker services are requested for special events and ensure payment as agreed with the renter.
 - Prepare a monthly report on space usage for the Chair of Property to table monthly at Church Council Meetings.
 - Create and update a monthly calendar of all activities underway in the church, including Odawa program activities, for posting on church website and ensuring a written copy is posted at the beginning of each month on the church bulletin board; and ensuring Church Custodian is apprised of same.

Supervisory

1. Recruit and train short-term replacement staff to cover periods of leave as required.

Ministry and Personnel Committee

Incumbent

Date

Date

* Please note that the number of hours can be increased, if necessary, during peak times in the calendar year, following discussion by both parties.