

Ministry & Personnel Committee
St. Andrew's United Church, Georgetown
POSITION DESCRIPTION - OFFICE ADMINISTRATOR

General Description

The Church Office Administrator acts as the general office manager of the church office, assists the minister with day to day secretarial duties and on occasion, the congregational ministries with clerical tasks.

Working Hours

This position is part-time, with an annual salary recommended by the Ministry & Personnel Ministry and approved by the Finance Ministry and Council.

- The number of hours required in a regular work week is sixteen (16) except for summer (July and August) when hours will decrease to fourteen (14)
- Regular working hours will be spread over a minimum of 3 days between Monday and Friday during the hours of 9am to 5pm
- The Office Administrator will take vacation at a time arranged with the Ministry & Personnel Ministry for 10 days
- A band (reserve) of twenty (20) hours will be available for use during heavy workload periods

Areas of Responsibility

- Prepare Sunday Service Bulletin weekly/additional inserts as required, as well as Easy Worship slide show and announcements
- Prepare and send out News from the Pews, our weekly electronic newsletter
- Look after incoming/outgoing telephone calls/voice mail and e-mails
- Pick-up, Open and distribute mail
- Print out invoices from email to be reviewed if necessary and then given to the treasurer to pay (e.g. Swan Dust Control and Jennal Supply JSC are reviewed by the Caretaker)
- Type correspondence for the Minister/assist with appointments as required
- Keep office calendar updated as to bookings/events
- Photocopy documents as required and collate for distribution
- Keep inventory of office supplies/order or buy supplies as required
- Keep inventory of church keys - arrange through the Trustees for numbered church building keys - and ensure they are returned after use. Non-church building keys - keep track of who has them
- Monitor office equipment and arrange for maintenance or repair (in conjunction with the Council chair for approval of any expenditures over \$150. Includes photocopier, fax machine, telephone, computer and printer)
- Keep membership list and address list up-to-date with input from the Membership Ministry
- Maintain office files (paper and computer based)
- Consult with Minister on a regular basis
- Act as a liaison with Caretaker and Building Ministry regarding maintenance tasks to be Accomplished
- Act as a liaison with Residence Managers and Residence Property manager - working with the Trustees when required
- Will provide input to the caretaker's duties
- Act as liaison person between Church and rental tenants when required
- Coordinate single event rentals and Community rentals (i.e. no charge rentals - e.g. Scouts)
- Regularly back up Church computer files
- Maintain Church office
- Update the electronic sign and the church website on a weekly basis

Specific Workload Periods During Church Year

November - type and copy any special materials for Church Anniversary events

December - type extra bulletins for Christmas season

January - Prepare and print the Annual Report (including typing and copying Ministry Reports) in preparation for annual Congregational Meeting. Also, prepare other material required for the annual meeting - printing out agendas, Council Committees Nominations report and budget.

February/March/April - type and copy any education materials and extra bulletins for Lent/Easter.

- complete Statistical Report

Additional Requests

- Special programs, correspondence, etc. for the Church Council and Committees
- Memorial Service or wedding Bulletins
- Prepare and Print monthly Community Dinner placemats and other placemats when required (e.g. Pancake Supper)
- Vacation Bible School - may be requested to do some paperwork for that
- Special request by the Minister, as approved by Ministry and Personnel Committee

Accountability

- The Office Administrator is hired by the Ministry & Personnel Ministry
- The Office Administrator will communicate all important matters, issues, concerns, etc. directly to the Ministry & Personnel Ministry. Conflicts/grievances will first be dealt with by the Ministry & Personnel Ministry which may suggest follow-up procedures
- The position of Office Administrator and the person holding that position will be evaluated annually by the Ministry & Personnel Ministry
- The Church Office Administrator should meet regularly with the Minister
- Relationships between the Church Office Administrator and other employees are expected to be cordial

Requirements

- Current (within 2 years) police vulnerable sector criminal reference check
- Word processing proficiency, including accurate keyboarding skills
- Knowledge of telephone, copier, fax and either Microsoft Office or Corel compatible office systems as well as currently used programs as follows: **MS Word, MS PowerPoint, MS Excel, MS Publisher, Adobe PDF, Outlook, EasyWorship; Graphics program**
- Accurate record keeping skills/compliance with record keeping as per United Church of Canada requirements
- Good communication skills (written and oral)
- Ability to work collaboratively with others
- Knowledge of resources available within the church

Working Conditions

- Hourly rate with increments/benefits will be determined by the Ministry & Personnel Ministry annually and subject to approval by Council
- Working hours are set as outlined above
- Compassionate/bereavement/medical leave can be arranged in consultation with the Ministry & Personnel Ministry
- Vacation period will be arranged with the Ministry & Personnel Ministry
- The Ministry & Personnel Ministry has recommended that a maximum of four hundred and fifty (\$450) be reserved for professional development opportunities for the Office Administrator during the church year.

Termination of Employment

- Unless dismissal for cause, two weeks notice will be given for termination of employment by either party
- No termination pay, beyond employment standard legislation, will be given at the end of employment.