



Pakenham Pastoral Charge

Job Description



Title: Office Administrator

Reports to:The Minister

The Minister's delegate or, alternately, the Chair of the Pastoral Charge

Last Updated:..... September 2023

Summary of Position

The Office Administrator provides administrative support to the Minister and the Pastoral Charge.

Nature and Scope of Functions

Weekly Responsibilities

- Formats, proof-reads, and prints the weekly worship service bulletin in conjunction with the Minister. Ensures distribution to both churches by Thursday evening. Ensures musicians / readers have final service information at the same time.
- Provides photocopying service or equipment access to Pastoral Charge and Congregational Committees as requested.
- Staffs the church office, responding to walk-in inquiries and assisting with scheduled appointments.
- Provides telephone answering and message forwarding services for the church telephone.
- Receives correspondence and directs it to the appropriate recipient. Prepares acknowledgements, replies and "thank you" notes as directed or required.
- Manages the rental of church facilities by outside parties. This includes maintaining the updated rentals calendar, facilities tours, proof of renter insurance, signing of rental agreements, collection of fees, and provision of key or lockbox code.
- Arranges for the unlocking/locking of the church when needed.
- Maintains a register of all key holders.
- Working with the Treasurer, assists with the church financial accounts. This includes counting, recording, and depositing all monies received from Sunday collections, rentals, funerals etc. weekly or as required.
- Maintains licensing responsibilities for copyright music, including reporting weekly service music selections to Christian Copyright Licensing International (CCLI).
- Prints and archives hard copies of all meeting records.
- Generally, facilitates internal church communications, including ensuring necessary information is shared with appropriate people, maintaining and distributing contact lists and updating the bulletin board.

Occasional Responsibilities

- Maintains church membership, household mailing and e-mailing lists on an up-to-date basis with information provided by the Minister, governing boards, and volunteers.
- Researches, archives, and prepares membership transfer certificates as requested.
- Supports the Minister in preparation of certificates and documentation for funerals, marriages, baptisms, and confirmations.
- Works with the Minister to make appropriate arrangements that ensure the smooth operation of the church on other occasions.
- Maintains an up-to-date supply of all stationery items including all certificates, Sunday bulletins, wedding and funeral bulletins, letterhead, envelopes and all the other typical offices supplies to keep the office running smoothly.
- Updates the Pre-Authorized Remittance (PAR) Donation information to add or delete donors.

- Ensures the photocopier, computer and printer/scanner are maintained in good working condition. Maintains and purchases supplies for said equipment. Promptly discusses problems with the Minister or their designate and arranges for service calls as needed.
- Assumes the responsibilities of the Secretary of the Pastoral Charge Official Board, Zion governing body, and St. Andrew's Executive Council. This includes attending periodic evening meetings and preparing and distributing the Agenda and Minutes of these meetings.

Annual Responsibilities

- Prepares Annual Reports with input from the Minister and all the Committee Chairpersons. Establishes deadlines, receives input, consolidates input for consistency of final proof, proof-reads the entire document with help as needed, photocopies and collates, prepares labels, arranges distribution for congregational pick-up, and arranges mailing for any remaining copies. Sends digital copy of Annual Report to the Pastoral Relations Minister of Eastern Ontario Outaouais Regional Council.
- All these items would also pertain to any Newsletters the Official Board wishes to create.
- Assists the treasurer with the year-end distribution of donor receipts.

Experience, Skills and Attributes

Experience

- Previous employment as an administrator, secretary, or support person

Skills

- Excellent computer knowledge and skills with word processing software.
- Excellent internet and e-mail skills.

Attributes

- Strong interpersonal skills required to perform the above duties while encouraging and working with Pastoral Charge volunteers.
- Demonstrated trustworthiness and ability to maintain confidentiality.
- Demonstrates a kind and caring manner on the telephone and in person.
- Flexible and able to work closely with the Minister using an open willingness to reasonably adapt to quickly changing demands.
- Good stewardship of office resources.
- Demonstrated understanding and respect of the United Church of Canada and the Pakenham Pastoral Charge.

Employment Details

Hours of work

- 10 hours per week on average
- Hours will have to be flexible to accommodate the seasonal demands of the church year.
- Some work may be done remotely. Predetermined and consistent office hours will be determined with the Minister.
- July – August Holidays

Wages

\$19.50 per hour