

KINGSWAY LAMBTON UNITED CHURCH
POSITION DESCRIPTION

POSITION TITLE:	Church Administrator	Incumbent:
REPORTS TO:	Co-ordinating Minister <i>(Also see - Reporting Relationships section)</i>	

PURPOSE: (why does this position exist)

The position exists:

- To provide a single point of contact for the Congregation to acquire information and services related to the Church
- To deliver appropriate support to the Ministerial Staff, Director of Music and Committee Chairs so that they in turn can deliver quality support to the Congregation
- To ensure that all information including the Church Roll is current and accurate
- To ensure needed services related to baptisms, weddings, memorials and funerals are provided.

RESPONSIBILITIES AND ESSENTIAL DUTIES: (what is this position accountable for and how it is accomplished)

1. OFFICE MANAGEMENT * : **25%**

- a) Provide support to the Coordinating Minister, the Minister to Young Families, Children and Youth, the Minister of Pastoral Care and the Director of Music – coordinate meetings, deliver messages needing immediate attention.
- b) Answer telephones and coordinate volunteers to cover the telephones. The Church Administrator serves as the primary point of contact for the congregation and assists with pastoral issues and concerns as required.
- c) Respond to email and voicemail messages.
- d) Update telephone system voicemail – Worship Services, Special Events, Church Staff Directory, Location and hours of business.
- e) Coordinate all activities in the Church including room bookings for Church meetings and groups, committee meetings, outside groups, and consult with the Chair of Property on requests for use of space by outside persons or groups, etc.
- f) Advise Pastoral Care Minister of visits.
- g) Coordinate mail.
- h) Maintain staff time records and provide bi-weekly to Financial Administrator for processing payroll.
- i) Update Attendance Tracking spreadsheet on a weekly basis from September to June.
- j) Order office supplies, worship materials – bulletins for Lent, Thanksgiving, Advent, candles (Baptism, Confirmation, Christmas Eve, funerals, weddings), purchase food vouchers for Benevolence Assistance.

2. CHURCH ADMINISTRATION * : **25%**

- a) Maintain Church Roll.
- b) Maintain Elder District lists and prepares new Elder information packages.
- c) Coordinate New Member lists; complete information sheets, send correspondence, prepare Membership Certificates, add to Church Windows and assign to Elder’s district.
- d) Prepare agenda and regrets for Session meetings, email committee reports to membership prior to meetings.
- e) Prepare agenda and regrets for Official Board meetings, email committee reports to membership prior to meetings.
- f) Edit, photocopy and email Session and Official Board Minutes following the meetings.
- g) Prepare Official Board Chair correspondence.

* Duties include but are not limited to

- h) Memorial Gifts – prepare correspondence to notify next-of-kin, thank you to donor and calendar notice.
- i) Legacy Gifts – liaise between lawyer and Gifts & Giving Committee and prepare required correspondence.
- j) Prepare statistical report for The Carillon – deaths, baptisms, new members, confirmation, weddings.
- k) Prepare mailing labels for The Carillon and photocopy for distribution.
- l) Prepare Annual Reports from solicitation of reports through to editing and printing.

3. WORSHIP SERVICE PREPARATION * : 20%

- a) Prepare, format, edit, photocopy and email the Weekly Bulletin.
- b) Upload sermons and update announcements weekly on the Church website.
- c) Prepare CD labels for Sunday services.
- d) Prepare A/V slides weekly for the Sunday service. This includes the hymns and announcements. The Minister prepares the slides for sermon illustration.

4. EVENT COORDINATION * : 15%

- a) Coordinate Funerals; notify Elder, assist family with arrangements, greeters at the door, organist, reception. Prepare order of service, notify Nursery School, calendar notice and Session roll report.
- b) Schedule events to ensure adequate time between events accommodating all Church functions.
- c) Coordinate Baptisms; complete information sheet for family, compile list of children being baptized and forward to appropriate people, prepare correspondence for Coordinating Minister and Baptism Literature. Prepare Baptismal Certificates and materials, update Church Windows for church and elder information.

5. COMMITTEE AND STAFF SUPPORT * : 15%

- a) Prepare mailings for committees including Benevolence, Stewardship, Outreach, Honduras and Communications several times a year.
- b) Prepare 1/3 Announcement Card to go in Outreach and Benevolence mailings as well as for display throughout the Church.
- c) Pastoral Committee – maintain and update various lists including Nursing Home and Homebound Shut-ins, U.C.W. Christmas delivery, and maintain correspondence for the Pastoral Care Minister.
- d) Property – work with Property Chairman on a daily basis regarding the running of the physical building, use of space, update Emergency Call List (Security & Fire Systems) on a quarterly basis, update the Tyco panel (time changes, employee/volunteer additions and deletions), provide reports (event logs) from these systems when the need arises, update the clock on the phone system (time changes/power failures).
- e) Maintain bulletin boards on East side of the Church, Auditorium and Gymnasium.
- f) Provide back-up as available to Financial Administrator during vacation and illness periods.. This includes: Counting and balancing the Sunday offering and monies received during the week, completing the deposit book and taking the funds to the bank.

REPORTING RELATIONSHIPS:

SUPERVISOR	ACTIVITY
Coordinating Minister	Day to day operational tasks
Ministry & Personnel Committee <ul style="list-style-type: none"> • <i>delegated to designated MPC member</i> 	All personnel matters including; <ul style="list-style-type: none"> • Performance objective setting and reviews <i>(in consultation with Ministerial staff, relevant Committee Chairs (including Chair of Official Board, Clerk of Session and Property Chair)</i>

⇒ Along with providing support to the Ministerial staff and the Director of Music, you will work collegially with the Financial Administrator as well as the Property Superintendent and staff.

SPECIAL KNOWLEDGE:

- Compassionate and empathetic communication style
- Strong attention to detail and accuracy
- Ability to multi-task and serve a busy congregation
- Computer literate with a highly seasoned knowledge of Microsoft Word and Excel software
- Competence with Social Media

QUALIFICATIONS:

- Must be able to read, write and speak English in an understandable manner.
- Must have one or more years’ experience in administration of a busy office.
- Must have good interpersonal skills so as to work well with colleagues, superiors, volunteers, guests and the congregation members as a whole.
- Works independently and must be comfortable making independent decisions when circumstances warrant.
- Must be able to manage time and multiple tasks and projects.
- A driver's license would be an asset.
- A clear Police Records check must be provided upon employment and every three years thereafter.

WORKING CONDITIONS:

- Sits, stands, bends, lifts, reaches and moves intermittently during work.
- Is subject to frequent interruptions.
- May work beyond normal working hours (8:30 - 5:00) for planning functions of the Church and emergencies.
- Must possess sight/hearing senses, or use prosthetics that enable these senses to meet the responsibilities of the job.

WORKING ENVIRONMENT:

- Accepts instructions and coaching from the immediate supervisor and is comfortable requesting and defending the need for additional help when appropriate.
- Accepts instructions or requests from the Ministers, Choir Director or Committee Chairs. On occasion, other members of the congregation may make specific requests for assistance.
- Touches base with the Property Superintendent to ensure all daily and special needs of the day are handled.
- Vacation is not to be scheduled during Christmas or Easter or any other significantly busy times of the Church year (e.g. Pageant, Art Show and Flea Market)

<p>APPROVED BY:</p> <p><i>Signature of the authorized approver</i></p>	<p>Jean Veitel</p> <p><i>Jean Veitel</i></p>
<p>ORIGINAL APPROVAL DATE:</p>	<p>October, 2017</p>
<p>LAST REVIEW DATE:</p>	<p>Format and clarification of vacation/illness coverage of Financial Administrator – January 2019</p>