

Job Title: Church Administrator

Job Summary:

This is an opportunity to manage the office of a thriving and energetic church community.

Job Location: Bond head United Church

Work Hours:

This job requires 3 to 4 hours per week.
Extra hours may be required to prepare the Annual Report in February.

Skills and Qualifications:

Excellent organizational skills with a keen attention to detail.
Strong communication and interpersonal skills.
Computer skills and knowledge of current technology including proficiency in Microsoft Office, Word Press or other website builder software.

Responsibilities and Duties:

Mail

Pick up the mail from the Post Office Box and check the contents.
Direct mail to the appropriate person/committee and inform the person/committee that there is mail for them.

Phone

Answer incoming calls and redirect them where appropriate.
Check for incoming phone messages and follow up by phone or email.
Update the outgoing voicemail message as necessary.

Email

Check incoming email and follow up as necessary.

Church Bulletin/Order of Service

Using a landscape format, put the file sent from the Minister into a foldable bulletin. Print 20 copies and file one hard copy.
Make a couple of large print copies of the weekly bulletin.
Make printed bulletin covers if necessary.

Church Council Meetings

Print copies of the agenda, previous meeting minutes and financial statements provided by the chair, secretary and treasurer for Church Council meetings. Some formatting may be required.

Cards/Certificates

Prepare membership cards for new members and transfers of membership for those leaving.

Prepare baptismal certificates

Church Calendar

Record dates of events, meetings, weddings, use of the church hall etc. on the church's hard copy calendar.

Create and maintain an electronic calendar of events, meetings, weddings, use of the church hall, etc. which can be accessed by church members.

Annual Report

Prepare the Annual Report by collecting and compiling reports from Committee Chairs.

Use the previous years Annual Report as a template.

Church Website

Manage the church's website, regularly posting information about upcoming events and worship services. Information can be sourced from the Chit Chat... our weekly newsletter provided by the Minister.

Remove outdated material and manage the overall design of the website in consultation with the Technology Chair.

Facebook/Instagram Posts

Establish a strategy and policy for social media use for consideration by the Church Council and implement that strategy when approved. This would include how social media will be used, what types of posts would be appropriate and an overall marketing strategy for the church.

Electronic Sign

Create slides for the electronic sign in consultation with the Technology Chair and the Sign Committee Chair. Slides would relate to upcoming events and social commentary (ie. messages of solidarity on National Indigenous Day, Prayers for Peace and recognizing significant days or months like Mothers Day and Black History Month).

Other

Maintain paper and electronic files including Church Council Meeting minutes, Annual Meeting minutes and Weekly Sunday Bulletins.

Maintain a list of email contacts.

Order office supplies as needed.

Salary:

Remuneration is dependent on the successful candidate's previous experience.

Perks:

A supportive and collaborative work environment including a newly renovated office area.

Occasional flexibility of remote work from home.