

## **Riverside United Church Position Description**

**Position Title:** Office Administrator (*Administrator*)  
**Date of review:** January 28, 2024  
**Hours of work:** 16 hours per week  
**Immediate supervisor:** Minister  
**Purpose of Position:** To provide administrative support to the Minister and general office management services for the church, facilities, and special projects.

### **Purpose of Position:**

The purpose of the Office Administrator is to:

- Provide Ministerial support for worship services and special events
- Provide general facilities and office management support for RUC

### **Accountability:**

The *Administrator* is accountable to the Minister and provides general administrative management services to the church.

Terms of employment and working conditions are as set out and approved by the Ministry and Personnel Committee. Ministry and Personnel Committee members complete one Performance Review annually. During this Performance Review the *Office Administrator* will have the opportunity to discuss any concerns, questions or ideas for improvements to working conditions or to improve the overall administrative support for RUC.

### **Major Responsibilities:**

#### Ministerial Support

- a) Produce the weekly worship service bulletin/announcement inserts with notes from the Minister, Director of Music, Committee Chairs and Ministry Team Leads to best inform readers
- b) Order or create bulletin covers used by the church in consultation with the Minister, choose, order, file and sort the bulletins for the current or next year.
- c) Co-ordinate requests and information for meetings re: new members, baptisms, weddings
- d) Prepare wedding and baptism certificates, record baptisms, weddings and funerals in the church record book
  - Request and prepare transfers of membership
  - Prepare weekly and special bulletins as required
  - Assist the Minister to identify people with special gifts

#### Congregational Support

- a) Assist in the production of the church Newsletters
- b) Provide support as required for fundraising or special donations
- d) Manage Petty Cash

- e) Oversee access to the church safe
- f) Print tax receipts for church donations
- g) Assist in updating policy and procedures for various Ministry Teams, Committees and the church
- h) Assist with the preparation of the Annual Report of the church, by collating reports into one document and producing the final report (hard and soft copies)
- i) Maintain official church records including: Council, Ministry Team and Committee meeting minutes; historical and membership rolls, donations, Annual Reports; gathering and providing annual statistics for United Church of Canada

#### General Office Management

- a) Provide a welcoming presence
- b) Perform day-to-day office procedures; receive and screen mail, e-mail and phone calls
- c) Check bulletin boards for outdated material; assist in reorganizing as needed
- d) Create and maintain documents and forms as required
- e) Ensure an adequate supply of Church brochures (Welcome, Pastoral Care, Funerals, Weddings, etc.) in the Narthex for members and visitors
- f) **Prepare financial records as required**
- g) Manage petty cash and manage gift cards for distribution as needed
- h) Procure supplies
- i) Prepare and validate information for the Church website and forward it to the Webmaster for posting to the website
- j) Monitor the website on a regular basis to assure comprehensive, accurate content, working with the Webmaster to effect required changes

#### Facilities Management

- a) Receive visitors and potential event organizers during regular office hours
- b) Coordinate and record bookings for meetings and events, and arrange extra custodial support when needed for such events
- c) Organize and facilitate maintenance contractor work in the church building as needed
- d) Control keys and security codes for the building;
- e) Contact the Property Committee when concerns arise or are reported in the building or on the grounds

#### **Terms of Employment:**

- a) Part time 16 hours per week, with hours primarily scheduled in the morning.
- b) On occasion, flexibility of hours may be required (e.g. attendance at a committee or other meeting), with extra time required which may be taken as time off in lieu of extra pay.
- c) Vacation is commensurate with years of experience.
- d) Works in tight spaced office accommodations.
- e) The environment can become hectic when unexpected events arise.

Workplace Safety is a priority for all staff of Riverside United Church. New employees are expected to complete, or have completed, the Government of Ontario Ministry of Labour on-line *Health and Safety at Work* course.

**Qualifications:**

- Excellent interpersonal skills and a pleasant phone manner
- Strong organizational skills and attention to detail.
- High level of discretion and good judgement.
- Proficient in the use of computers , Microsoft Office software (Word, Excel, PowerPoint), and Corel WordPerfect.
- Able to work with a variety of volunteers dealing with a variety of undertakings.
- Ability to work effectively in managing competing priorities.
- Ability to interpret, apply and explain policies and procedures as required.

The Office Administrator will interact with the following:

- Minister
- Director of Music
- Children and Youth Ministry Coordinator
- Building Custodian
- Trustees United Church of Canada and Regional Council Lay Representatives
- Treasurer
- Church Council Members and Committee Chairs
- Ministry Team Leads and Co-Leads
- Church Webmaster and Web Team
- Members of the congregation
- General Public
- United Church Regional Council
- Other Churches
- Organizations renting church facilities
- Community Social Action Groups