

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.

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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 Riverside United Church (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 and announcement inserts with notes from the Minister, Director of Music, Committee Chairs and Ministry Team Leads to best inform readers
- b) Create the weekly worship PowerPoint presentation slides, including hymns, scripture slides prepared by a volunteer, prayers and announcements.
- c) Prepare and send the weekly e-news to the congregation, attaching a bulletin and relevant information for church activities.
- d) Co-ordinate requests and information for meetings re: new members, baptisms, weddings
- e) 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 Life and Work packet
- b) Provide support as required for fundraising or special donations
- d) Manage Petty Cash

- e) Oversee access to the church safe
- f) Enter weekly donations into Power Church, and print tax receipts for church donations every February.
- 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. Update the website weekly with links to RUC services on YouTube.
- j) Monitor the website on a regular basis to assure comprehensive, accurate content and work with webmaster to update Coming Events and add posters.

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 and IT/technical 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) 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.
- Highly proficient in the use of computers and software systems including Microsoft Office software (Word, Excel, PowerPoint).
- Able to work with volunteers from a wide range of church committees and external organizations.
- Ability to work effectively in managing competing priorities.
- Ability to interpret, apply and explain policies and procedures as required.
- Knowledge of the United Church of Canada processes is an asset.

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 and church Committee members
- Ministry Team Leads and Co-Leads
- Church Webmaster, website, and audiovisual teams
- Members of the congregation
- General Public
- United Church Regional Council
- Other churches
- Organizations renting church facilities
- Community social action groups