

**CHURCH OF THE INCARNATION  
JOB DESCRIPTION – PARISH SECRETARY**

**Supervisor's Title:** [Incumbent]

**1.1 PURPOSE OF POSITION**

The Parish Administrative Assistant will ensure the efficient administration of the parish office, assisting the Incumbent and Churchwardens and other clergy and staff in parish administration. All activities associated with this position must be achieved in a manner consistent with the Parish Mission Statement, Goals and Objectives. All diocesan and parish policies and practices must be known and adhered to particularly the Diocese of Toronto's Sexual Misconduct and Screening Policies.

**1.2 MAJOR RESPONSIBILITIES**

a) *Administrative*

- Be pleasant and pastorally sensitive for all who enter the parish office or seek ministry over the telephone. The intermittent nature of visitors and inquiries will require the Secretary be interrupted during administrative tasks in order to greet and assist people.
- Set and clear the answering machine and fax messages.
- Assist the clergy and other staff with typing, photocopying, mailing and other administrative needs such as appointments, filing, and letters.
- Handle all incoming mail and respond to mail as necessary.
- Print and prepare letters and envelopes for parish mailings, including printing of the seasonal newsletter
- Maintain adequate inventory of regular and seasonal office supplies.
- Assist parish groups in ordering and receiving materials, including ordering in January the Flower envelopes for Christmas & Easter
- Assist in the collection and typing of reports for the annual report.
- Inform the Deputy Warden in charge of the church building of all events and parish activities.
- Attend all weekly staff meetings.
- Maintain a neat and welcoming parish office.
- Type and reproduce the weekly Sunday worship bulletin and all special worship services as requested.
- Periodically train and/or assist volunteers in the use of appropriate office equipment and procedures.
- Maintain an up to date parish list, calendar and service schedule.
- Keep an accurate database and desk file of attendees.
- Print and distribute the membership list for distribution.
- Assist parish volunteers with the creation and reproduction of the monthly calendar and newsletter.

- Maintain a record of the allocation of all parish facilities in the online calendar under the direction of the Churchwardens.
- Reproduce and mail certificates and other documents as needed.
- Send out emails as needed
- Update the church website and Facebook page weekly, using the Community Life section of the Bulletin as a guide

b) *Financial*

- Be responsible for the office budget which has been approved by the Vestry for all necessary office administrative expenses..
- Write cheques for signature by churchwardens for monthly expenses.
- Enter cheques in manual and computer records monthly.
- Back-up computer files onto disk for archival storage.
- Send invoices and receive rent and expense cheques related to the rectory.
- Issue receipts for donations and memorials.

c) *Perform other duties as assigned.*