



Parish Administrative Assistant Ministry Position

- Ministry Position Title: Parish Administrative Assistant
- Supervision and Support: Reports to: Incumbent
- Purpose of the position: The Parish Administrative Assistant will ensure the efficient administration of the parish office, assisting the incumbent, churchwardens, other clergy and staff in parish administration and be responsible for the accurate accounting and reception of parish income and expenditures. All diocesan and parish policies and practices must be known and adhered to particularly the Diocese of Toronto's Sexual Misconduct and Screening Policies.
- Population(s) served: Staff members, parish leaders, service people, parishioners, Diocesan staff, and the community.
- Duties & Responsibilities: ***Administrative***
- be pastorally sensitive for all who enter the parish office or seek ministry over the telephone. The intermittent nature of visitors and inquiries will require that the Parish Administrative Assistant be interrupted during administrative tasks in order to greet and assist people.
 - set and clear the answering machine and email messages.
 - assist the clergy and other staff with typing, photocopying, mailing and other administrative needs such as appointments, filing, letters.
 - handle all incoming mail including email.
 - open and respond to mail including email, which should be opened and distributed daily. Email procedures are unique to each office. They should be written and kept as part of the office procedure manual.
 - print and prepare letters and envelopes for parish mailings.
 - maintain adequate inventory of regular and seasonal office supplies.
 - assist parish groups in ordering and receiving materials.
 - assist in the collection and typing of reports for the annual report.
 - is responsible for the office budget, which has been approved by the Vestry, for all necessary office administrative expenses.
 - inform the sexton, cleaners, and/or others, who need to know, of all events and parish activities



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- 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 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
- post bulletin board materials and keep the board neat and up to date.
- book the facilities and respond to queries concerning cost and availability.
- ensure that proper arrangements are in place for insurance coverage for the use of facilities, if not covered by the blanket policy.
- maintain a record of the allocation of all parish facilities under the direction of the wardens.
- inform the sexton, cleaners, caretakers and/or others responsible for the facility of all events and parish activities.
- fill in wedding, funeral, confirmation and baptism registers and certificates.
- reproduce and mail certificates and other documents as needed.
- perform other duties as assigned.

Financial

- calculate salaries and prepare pay cheques for non-clerical staff.
- calculate and submit salary withholdings and statutory deductions.
- produce yearend T4 forms and T4 Summary.
- prepare cheques for signature by churchwardens for monthly expenses.
- enter cheques in manual and computer records monthly.
- perform monthly bank reconciliation and produce month-end statements for the treasurer.
- back-up computer files onto disk for archival storage.
- perform year-end related bookkeeping functions including completing the parochial return.
- record all Sunday offerings and other gifts each week.
- input pre-authorized givings offerings and provide information to the bank monthly.
- keep pre-authorized givings file updates.
- keep track of all funds and balance monthly.
- issue receipts for donations and memorials.



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Skills/ Knowledge
Required:

- Works well independently
- Proven ability to maintain confidentiality
- Excellent interpersonal skills
- Work ethics compatible with church's values
- High level of competency in Microsoft Office 365, including Word, Excel, Outlook
- Above average communication skills including, phone and written
- Comfortable with simple accounting
- Good organization and time management skills
- Organized
- Experience in a volunteer environment, an asset
- ability to multi-task
- Moderate competency in Adobe In Design
- Moderate competency in membership database management
- Moderate to high competency in social media and web publishing administration
- Moderate to high competency in cloud computing to help us establish and maintain a cloud-based filing system using Microsoft Office 365

Qualifications needed:

- See above

Limits of the position:

Ethics and Confidentiality

Because of the nature of the work, certain information must be held in strictest confidence. Work will be conducted in accordance with all applicable laws and diocesan and parish policies particularly the Diocese of Toronto's Sexual Misconduct and Screening Policies.

Failure to comply with these laws and policies, including the duty to act honestly, will constitute cause for termination.

Terms of work/service:

- 16 hours per week, at least 4 days a week plus an additional 8 hours/week
- There will be an annual performance review

Training provided:

- o Position-specific training (pre-requisite)
- o "On the job" training
- o Diocesan Sexual Misconduct training
- o Other: *specify* _____

Position Risk Assessment:

- o Low
- o Medium
- X High

Benefits & Opportunities:

1. Have a profound affect on the working environment of the parish
2. Be a critical member of the parish ministry team
3. Play a key role around communication
4. Work with some great people



Diocese of Toronto
Anglican Church of Canada

St. Cuthbert's, Leaside

TO APPLY:

Email resume and covering letter (addressed to the Hiring Committee) to:
stcuthbertleaside@toronto.anglican.ca.

We thank you for your interest. Only those selected for an interview will be contacted.