

Parish Administrator  
Ministry Description

**Purpose:** To oversee the administrative and property issues of the parish of Trinity Aurora. The Church Administrator will ensure the efficient administration of the church office, assisting the Incumbent, Wardens, other clergy, staff and volunteers in the administration of the church and its property. All activities associated with this position must be achieved in a manner consistent with the church's mission statement, goals and objectives.

**Population served:** Staff members, leaders, tradespeople, parishioners, the church community and the wider community.

**Duties & Responsibilities:**

**1. General Administration**

- i. Provide administrative support to the Incumbent such as managing the scheduling of meetings, dealing with correspondence and assisting with projects when requested.
- ii. Assist in the development of staff meeting agendas and taking minutes.
- iii. Bring staff and office concerns to the attention of the Incumbent for support and strategy.
- iv. Provide contact and deal with inquiries from parishioners, ministry leaders and the general public by phone, email or in person.
- v. Coordinate and assist the front desk volunteers.

**2. Worship Service Preparation**

- i. Prepare scripture readings and prayers. Convey information to readers and intercessors and place in the church.
- ii. Communicate transporter, memorials & calendar information to support ministries.
- iii. Use info/schedules provided to update and print Sunday bulletins weekly along with announcements and support materials
- iv. Create certificates for baptisms and confirmation services.

**3. Office Manager**

- i. Ensure a manageable internal office structure.
- ii. Input and update all parishioner records in a database. Prime for generating printouts of parish lists, merge letters and reports required for projects, planning and mailings.
- iii. Order office supplies and ensure adequate letterhead, envelopes, paper and seasonal supplies.
- iv. Prime for collecting Connection Cards and advising appropriate clergy/staff of any pertinent information.
- v. Manage, with the assistance of a parishioner, the telephone voicemail system and respond to the parish's e-mail.
- vi. First point of contact for troubleshooting internal IT issues and working with our IT person.

- vii. Organize parish annual vestry by coordinating and assembling the report, producing necessary materials and ensuring logistical arrangements are made.
- viii. Act as vestry clerk for vestry meetings (possibly in the evening or a Sunday afternoon usually once/year).
- ix. Ensure wardens, advisory board and staff meeting minutes are stored appropriately.
- x. To update our donations database on a weekly basis so that donations are tracked regularly.
- xi. To prepare and print annual tax receipts (usually in February of each year).
- xii. To prepare payment of invoices to vendors and paycheques to staff.
- xiii. To work closely with the Treasurer and Wardens in maintaining the church's financial records.

#### **4. Rentals**

- i. Responsible for all bookings of the church facilities.
- ii. Issue and track all rental agreements, invoices and insurance coverage for external bookings.
- iii. Maintain and renew all yearly license agreements with the Diocese.
- iv. Develop, maintain and adjust the rate schedule as appropriate in consultation with the wardens.

#### **5. Property Management**

- i. Liaise with all outside consultants responsible for property and office services, to ensure a consistent and high standard is maintained for a publicly used building.
- ii. Oversee the daily property management of the church buildings which includes a daily walk about and work closely with our Building Facilities Manager.
- iii. Accountable as primary contact to all licensees of both the church and rectory to address any issues that affect the operation of the licensee.
- iv. Set up office space, computers and telephones for all new clergy/office staff and assist with the settling in process if requested.

#### **6. Newcomer Process**

- i. Call or e-mail newcomers early in the week to confirm information, get permission for weekly e-mail and see if they have any questions.
- ii. Advise clergy at next staff meeting, arrange for handwritten card and nametags.
- iii. Input new members into the database and input e-mail into MailChimp and Outlook.
- iv. Oversee newcomer/information bags are provided. (Not applicable at this time)

#### **7. Parish Communications**

- i. Assist with the preparation of announcements for the Sunday Bulletins.
- ii. Update the events page on the church website weekly with bulletin and announcements. Other website pages updated as required.
- iii. Draft and send out parish wide weekly e-mail using Mailchimp.

#### **Skills & Qualifications:**

- i. Advanced computer skills – Word, Outlook, Excel, Publisher & PowerPoint
- ii. Self starter, creative thinker, team player.
- iii. Be able to work with people of varying abilities, backgrounds - both cultural and socioeconomic
- iv. An understanding of the values and practices of the Anglican Church of Canada would be helpful.
- v. Ability to function in an open office environment with numerous interruptions.
- vi. Adept at problem solving.
- vii. Handle multiple tasks simultaneously.

- viii. Good communication skills, both verbal and written.
- ix. Ability to anticipate and seek out information related to the immediate priorities of the church.
- x. Ability to handle sensitive and confidential information appropriately and with discretion, demonstrating tact and diplomacy.
- xi. Tolerance to ambiguity
- xii. Able to work to a deadline in a changing environment
- xiii. Able to coordinate information from multiple sources

**Qualifications Needed:**

- i. 3 – 5 years of experience as an Office Administrator in a supervisory capacity, ideally in a not-for-profit environment.
- ii. Property Management experience of a 15,000 sq foot plant would be an asset.

**Limits of the position:**

- i. Follows generally agreed to policies and procedures.
- ii. Works closely with the Incumbent.
- iii. Due to the nature of the position, from time to time information of a confidential nature will be obtained; that confidence must be honoured.

**Benefits & Opportunities:**

- i. To share a warm hospitable welcome to those who encounter the church.
- ii. To have an opportunity to share in the planning of church programs and activities.
- iii. The joy of working with a great team.
- iv. To affirm and grow in her/his own gifts.

**Supervision and Support:**

Reports to: The Incumbent

Other Relationships: Wardens, All Staff, Parishioners, Volunteers