

**Responsible Ministry: Screening in Faith  
Parish Administrator – Ministry Position  
The Church of St. Jude Wexford**

<b>Ministry position title</b>	Parish administrator
<b>Supervision &amp; support</b>	Report to: Incumbent
<b>Purpose of position</b>	The parish administrator will ensure the efficient management and administration of the parish office and be responsible for the accurate accounting and reception of parish income and expenditures, in a welcoming and professional manner, assisting the incumbent, churchwardens, other clergy and staff in parish administration.
<b>Population served</b>	Staff, parish leaders, service people, parishioners, Diocesan staff, and the community.
<b>DUTIES &amp; RESPONSIBILITIES</b>	<p>ADMINISTRATIVE:</p> <ul style="list-style-type: none"> <li>• Be pastorally sensitive for all who enter the parish office or seek ministry over the telephone. <i>Note: the intermittent nature of visitors and inquiries will require that the Parish Administrator will be interrupted during administrative tasks in order to greet and assist people.</i></li> <li>• Maintain a neat and welcoming parish office.</li> <li>• Work with the clergy and organist to prepare the weekly liturgical bulletin and Announcements.</li> <li>• Open and respond to mail including e-mail that comes to the office.</li> <li>• Set and clear office voicemail.</li> <li>• Respond to inquiries via telephone and or e-mail.</li> <li>• Organize, maintain, and file records.</li> <li>• Prepare correspondence as requested.</li> <li>• Receive, open, and sort incoming correspondence.</li> <li>• Is responsible for the office budget and will maintain supplies inventory, in keeping with the budget set by annual vestry.</li> <li>• Print and prepare letters and envelopes for parish mailings.</li> <li>• Assist parish groups in ordering and receiving materials.</li> <li>• Assist in the collection and preparation of reports for the annual meeting of Vestry.</li> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>• Attend meetings as arranged with the Incumbent and/or Wardens.</li> <li>• Type and reproduce the weekly Sunday worship bulletin and all special worship services as requested</li> <li>• Periodically train volunteers in the use of appropriate office equipment and procedures</li> <li>• Maintain an up to date parish list (in coordination with the Envelope Secretary), calendar, and service schedule (in consultation with the Incumbent).</li> <li>• Keep an accurate database and desk file of attendees</li> <li>• Post bulletin board materials and keep the board neat and up to date.</li> <li>• Maintain a record of the allocation of all parish facilities under the direction of the wardens.</li> <li>• Inform the custodians and/or others responsible for the facility of all events and parish activities.</li> <li>• Fill in wedding, funeral, confirmation and baptism registers and certificates.</li> <li>• Reproduce and mail certificates and other documents as needed.</li> </ul> <p>FINANCIAL</p> <ul style="list-style-type: none"> <li>• Produce cheques for outstanding invoices, send out signed cheques, file back-up paperwork</li> <li>• Run monthly payroll, calculate and keep track of pension and CRA deductions (using the CRA online payroll calculator) and submit to CRA and pension plan deductions monthly, calculate WSIB and submit quarterly</li> <li>• Work with Treasurer to produce T4 or T4A's yearly</li> <li>• Produce monthly financial reports for Treasurer</li> <li>• Supply monthly bank statement to Treasurer to perform monthly bank reconciliation</li> <li>• Rental payments –produce invoices (if required), keep track of payments and prepare deposit</li> <li>• Record any e-transfer donations</li> <li>• Assist Envelope Secretary when required with data entry queries and yearly tax receipts</li> <li>• Perform other duties as assigned.</li> </ul>
<p>Website and Social Media</p>	<ul style="list-style-type: none"> <li>• Assist Incumbent with E-blast communications to parish.</li> <li>• Prepare weekly parish email and forward to webmaster</li> <li>• Communicate with Webmaster for any updates required on parish website</li> </ul>

<p>Rentals:</p>	<ul style="list-style-type: none"> <li>• Co-ordinate and oversee bookings for the various ongoing and occasional rentals and license agreements.</li> <li>• Respond to questions concerning cost and availability of space rental.</li> <li>• Prepare and manage events bookings contracts for the various user groups and rentals - this included keeping contracts up to date, and informing groups about diocesan/parish procedures such as the Sexual Misconduct Policy.</li> <li>• Ensure proper arrangements are in place for insurance coverage for the use of the facilities if not covered by the parish policy</li> <li>• Schedule custodial staff when needed for one-time events</li> </ul>
<p><b>Skills Required:</b></p>	<p>Your application must describe your qualifications as they relate to;</p> <ol style="list-style-type: none"> <li>1. Minimum 1 year of administrative work experience</li> <li>2. Strong oral and written communication skills, including the ability to prepare correspondence</li> <li>3. Demonstrate excellent MS Office Skills: Word, PowerPoint and Excel</li> <li>4. Ability to operate office equipment and computers utilizing a variety of software</li> <li>5. Proven organizational and time management skills with the ability to set priorities and meet deadlines</li> </ol>
<p><b>Other skills:</b></p>	<ul style="list-style-type: none"> <li>• Ability to carry out data entry functions and mathematical calculations with accuracy</li> <li>• Ability to take initiative and work independently as required</li> <li>• Excellent interpersonal skills</li> <li>• Familiarity with software Quickbooks an asset</li> <li>• Ability to read, write and speak Spanish an asset</li> </ul>
<p><b>Limits of the position</b></p>	<p><b>Ethics and Confidentiality</b>  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.</p>

<b>Terms of Work/Service</b>	Office hours: Monday-Thursday from 9:00am to Noon There will be an annual performance review.
<b>Training Provided</b>	Position specific training (as required) Diocesan Sexual Misconduct Policy training
<b>Position Risk Assessment</b>	High
<b>Benefits and Opportunities</b>	Have a profound effect on the working environment of the parish. Be a critical part of a ministry team. Play a key role in communication. Meet and work with some great people.

**Suitable candidates may be invited to a suitability meeting based on the skills, knowledge and experience listed above.**