

**CHURCH OF THE INCARNATION, TORONTO
JOB DESCRIPTION – PARISH ADMINISTRATOR**

Supervisor's Title: The Rev. Leigh Evan Silcox

1.1 PURPOSE OF POSITION

The Parish Administrator will ensure the efficient administration of the parish office, assisting the Incumbent and Churchwardens in parish administration. This includes communications of the mission and work of the Parish. All diocesan and parish policies and practices must be known and adhered to particularly the Diocese of Toronto's Sexual Misconduct and Screening Policies. This is a part-time (25 hours/week) position.

1.2 MAJOR RESPONSIBILITIES

a) ***Administrative***

- Be pleasant and pastorally sensitive for all who enter the parish office or seek ministry by email or over the telephone. The intermittent nature of visitors and inquiries will require the administrator to be interrupted during administrative tasks in order to greet and assist people, as well as answer email inquiries in a timely, warm and pleasant fashion.
- Create and update weekly bulletins, both digital and physical; conversion of bulletins to PowerPoint for Sunday screening.
- Email out bulletins to reader, clergy, organist and soloist weekly.
- Weekly invitation emails to parishioners for ZOOM meetings and worship, with direction from Incumbent.
- Set and answer the voicemail and check email regularly.
- Ensure the church outdoor sign is up to date, liase with layperson/warden tasked to do this.
- Update the website with bulletins/announcements.
- Arrange for printing/collection/mailing of communications materials such as letters letters and surveys.
- Maintain adequate inventory of regular and seasonal office supplies; assist other parish groups with ordering supplies and materials.
- Assist in the collection and preparation of reports, binding, mailing out (for those who cannot attend in person services) of annual reports for vestry meeting
- Maintain a neat and welcoming parish office.
- Periodically train volunteers in the use of appropriate office equipment and procedures.
- Maintain an updated parish list, calendar and service schedule.
- Keep an accurate database of parish members, using using Excel
- Distribute the membership list as needed.
- Fill in wedding, funeral, confirmation and baptism registers and certificates.
- Reproduce and mail certificates and other documents as needed.

b) ***Financial***

- On a monthly basis, post all cheques issued and bank deposits using the Quickbooks Online program.
- Manage receipt and recording of interac donations.
- After invoices are approved by a warden, writing cheques for parish operations
- Assist the Envelope Secretary in providing thank you letters to both donors and family members of deceased (in the case of memorials) when a donation is received.
- Support lay leaders in creating thank you notes to donors each year.

c) ***Perform other duties as assigned***