



St. Timothy's Anglican Church Agincourt

St. Timothy's Anglican Church, Agincourt is seeking a **Parish Administrator** to run the church office, manage the church website, and connect with members of the parish community in support of the parish's various ministries. The ideal candidate will be a mature Christian (or familiar with the Christian faith) who is well organized and dependable. This candidate will have a working knowledge of both Microsoft Office/Word and bookkeeping principals (Intuit QuickBooks, Servant Keeper), and is adept and creative in working with software for the web. The ideal candidate will also be friendly and welcoming, capable of working both independently and with others, able to encourage and support others, and able to respect their confidentiality and privacy.

At St. Timothy's Agincourt, our purpose is to be a loving, caring community worshipping Almighty God, sharing the Good News of Jesus Christ and reaching out to others in the power of the Holy Spirit. We are a family friendly and ethnically diverse gathering of Christians within a diverse neighbourhood. Our mission is to build relationships and to provide service to our Scarborough community. St. Timothy's is located in the heart of Agincourt, off Sheppard Avenue, just east of Kennedy Road.

The Parish Administrator works in consultation with the Incumbent to oversee the day-to-day operations and administrative tasks of the parish. These include, but may not be limited to:

- the timely distribution of worship materials (bulletins, PowerPoint files) for the parish's weekly worship services, including Sundays, feast days and festivals (such as Ash Wednesday, Christmas, Holy Week and Easter) as well as pastoral offices, such as funerals and weddings.
- managing the day-to-day bookkeeping, entering bills, invoices, expenses, and deposits into the accounting system, printing and mailing cheques and payments, reconciling bank statements, and supporting the parish Treasurer and Corporation.
- keeping the website up-to-date, attractively presented and user-friendly.
- answering the telephone, receive and respond to phone messages, email and written correspondence, coordinating communications with parish volunteers throughout the week.
- coordinating all administrative tasks as needed, such as filing, ordering of supplies, updating the church database, volunteer scheduling, volunteer screening, .and managing the planning calendar for events and rentals.
- facilitating various ministries such as special mailings, contract and rental licensing, serving as main contact for site visits from vendors/contractors, visitors.



St. Timothy's Anglican Church Agincourt

- providing a friendly presence in the church office five mornings per week (working from home is optional for 2 mornings.)
- assisting in the digital and traditional communications of our parish, such as creating website posts and mail-outs. Comfortably using software apps, such as Microsoft Office, Google Docs, Zoom, and YouTube.
- preparing and distributing of key meeting materials such as Annual Vestry Reports.
- familiarity or a keen commitment to learning about the Anglican Liturgy and resources, and the diocesan policies that guide us.
- working with the clergy, the Parish Musicians, wardens and other parish volunteers.
- Taking on additional duties as assigned by the rector and churchwardens.

Other terms of the position:

In keeping with the requirements of the Diocese of Toronto's Covid-19 policies, all staff members and volunteers must have proof of two vaccinations and any supplementary vaccinations as may be required by this evolving policy.

St. Timothy's is committed to the Diocese of Toronto's Screening in Faith and Sexual Misconduct policies. This position is categorized as "high-risk" and requires a criminal record check, and completion of the diocesan sexual misconduct policy training to be completed as terms of employment.

An initial one-year contract is being offered for this part-time position, which consists of 20 hours per week over 5 half-days.

This position is eligible for in-person and hybrid working arrangements.

Compensation to be determined based on relevant experience, but with a base salary of \$25,000, and including three weeks paid holiday time. This position is also eligible for benefits under the General Synod Pension Plan policy.

We welcome applications from all qualified candidates.

To apply, please send your application and CV or Resume to St. Timothy's, Agincourt, care of The Reverend Andrea Christensen at rector@sttims.ca no later than September 30th. We thank all applicants; however, only those selected for an interview will be contacted. No phone calls please. For more general information, please visit our website at: www.sttims.ca.