

St. Martin's Anglican Church, Pickering
Office Administrator Ministry Description

Position Risk Assessment: High

Terms of Office: Renewable yearly: 20 hours per week.

Supervision and Support: Reports to: Churchwardens and Incumbent
Annual performance reviews will be conducted by the Incumbent.
Upheld by the prayers of members of the congregation.

Purpose – Position: To assist the Incumbent and the parish with administrative duties as required.

Confidential: Highest confidentiality is expected with regards to sensitive church matters.

Skills & Qualifications:

- Must be able to use a computer and photocopier.
- Must be able to use Microsoft Office and Google Suite effectively.
- Ability to work with limited supervision.
- Comfortable with social media.
- The ability to set and maintain personal boundaries and to assess situations and problem-solve or refer appropriately.
- Must be dependable and have strong interpersonal, communication, time management and listening skills.
- The ability to work in a team environment.
- Coding and HTML Skills are an asset.

Description of Duties:

Annual

- download/print/bookmark cycle of prayer lists (Nov/Dec).
- order McCausland's/Church calendars/Desk Diary (Sept. or earlier).

Approximately every 6 months

- Update list of families to present gifts (prayer list) (3 weeks before current list ends).

Approximately every 2 months

- Create 2-month Sunday service schedule for readers, intercessors, greeters/sides, chalice bearers.
- Post schedule on Schedules board.
- Create supplementary schedules for Holy Week and Christmas services as needed.

Approximately monthly

- Update wall calendar with in-church events
- Update website calendar

Weekly

- Complete bulletins/print/post online/put one copy in file cabinet.
- Print separate announcement sheet (copy from bulletin).
- Check for flower dedications.
- Compiling and sending weekly newsletter via email.
- Send readings to readers (usually you can cut and paste from www.lectionary.anglican.ca).
- Prepare and print intercessions for binder.
- Send prayer list to intercessor via email.
- Send Word version of bulletin to appropriate people via email.
- Check and direct voicemails and emails regularly.

Seasonal

- Order offering envelopes (Easter, Thanksgiving, Christmas).
- Prepare and mail pastoral letters (Lent, Thanksgiving, Advent).
- Place ad in News Advertiser (classifieds@metroland.com).
- Coordinate, combine and distribute vestry report.
- Create volunteer sign up sheets for seasonal events as needed (Holly Bazaar, Holy Week Services, Steam-Up Ministries etc.).
- Create sign-up sheets as required.
- Easter and Christmas flower inserts.

As needed

- Order toner for printer.
- Order other office supplies as needed.
- Look after parking requests as they come. They are renewed annually but requests will occur at various times throughout the year.
- Space rental requests as they are made.
- Perform other duties as required or assigned.

Training:

- On-the-job training as required.
- Screening in Faith (every three years).

Limits of the Position:

- Comply with all policies governing confidentiality.
- Comply with the *Responsible Ministry: Screening in Faith Policy* (of the Diocese of Toronto).
- Vulnerable Sector Screening (Police Criminal Background Check).

Terms of Work:

- 20-hour work week.
- Paid vacation as detailed in his/her contract that is scheduled at the mutual convenience of the Corporation and Office Administrator, but which cannot be scheduled during festivals of the Church.