

Parish Administrator

Church of the Incarnation (Toronto), is hiring for the position of Parish Administrator

The Administrator will ensure the efficient administration of the parish office, including producing weekly bulletins and PowerPoint slides for Sunday services and for all occasional services (Christmas Eve and Christmas Day, Ash Wednesday, Holy Week services, and any funerals or weddings that occur) to be emailed out to all parishioners each Friday.

- Basic bookkeeping using Quickbooks; coordinating with incumbent, ministry team members, wardens, and music director to help plan the liturgy schedule, and bulletins/slides for the church year and to email important notices to parishioners about upcoming events
- Accepting and recording parishioners' offerings to the church made through electronic funds transfers
- Answering phone calls, voicemails and emails on a daily basis and communicating with appropriate members of the parish to coordinate responses
- Maintaining up to date filing
- In general, assisting the Wardens, Music Director and Clergy in the ministry of the Parish. Will also liaison with the treasurer, envelope secretary and caretaker.
- Will need to become familiar with Canon and Safe Church policies of the Diocese of Toronto.

The position requires the candidate to be pleasant and pastorally sensitive to all who enter or communicate coming into the church in person, speaking by phone, or through emails.

Work will be interrupted due to church activities and visitors.

Confidentiality is a must. Police check required (we supply).

Hours: 20-24 total; in-person church office hours: M-F

Remuneration: TBD

Please submit resume via e-mail: cw-incarnation@toronto.anglican.ca

Church of the Incarnation

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