



**St. Philip's on-the-hill**

**圣菲利普教堂**

**Anglican Church of Canada**

**9400 Kennedy Road, Unionville, Ontario, L6C 1N6**

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## **JOB DESCRIPTION - PARISH ADMINISTRATOR**

### **PURPOSE OF POSITION**

The Administrator ensures that day-to-day operations of the church are maintained through a team of paid staff and volunteers. The Administrator reports to the Incumbent but also works closely with volunteers who act as wardens, treasurer, and other positions.

All activities associated with this position must be achieved in a manner consistent with the Parish Mission Statement, Goals and Objectives. All diocesan and parish policies and practices must be known and adhered to, particularly the Diocese of Toronto's Sexual Misconduct and Screening Policies.

### **RESPONSIBILITIES**

- Be pleasant and pastorally sensitive for all who enter the parish office or seek ministry over the telephone. The intermittent nature of visitors and inquiries may require the Administrator to be interrupted during administrative tasks in order to greet and assist people. Maintain a neat and welcoming parish office.
- Be responsible for the smooth running of the office, including ensuring the office equipment is in good repair, office supplies ordered as needed, etc. Be responsible for the office budget which has been approved by the Vestry for all necessary office administrative expenses.
- Ensure the office is open during posted hours, respond to and/or reroute all incoming communication via phone, email, postal mail as appropriate in a timely manner. Act as first welcoming contact for outside communication with the parish. Assist the clergy and other staff with typing, photocopying, mailing and other administrative needs such as appointments, filing, letters.
- Periodically train volunteers in the use of appropriate office equipment and procedures. Assist parish groups in ordering and receiving materials, as required

- Type and reproduce the weekly Sunday worship bulletin and PowerPoint slides and all special worship services as requested. Prepare materials (leaflets, readings, prayers of the people etc.) for Sunday services and special major events of the Church year (Holy Week, Christmas)
- Assist in the collection and typing of reports for the annual reports. Create and distribute materials for annual Vestry meeting (reports, etc.) and Parish returns for the diocese.
- Prepare monthly services duty roster.
- Fill in wedding, funeral, confirmation and baptism registers and certificates. Reproduce and distribute certificates and other documents as needed.
- Maintain the Parish Directory, email, or spreadsheets for the purposes of mailing lists, donors' lists, tax receipts etc.
- Assist incumbent with the creation and reproduction of the weekly newsletter. Post bulletin board materials and keep the board neat and up to date.
- Working with the Parish Treasurer, ensure that the financial records are kept up to date by the envelope secretary, and that the required Diocesan and Parish reports and Government returns are produced on time. Prepare weekly cheques and distribute.
- Interact with renters of the building ensuring that lease agreements are completed, that insurance is provided, the events are noted on the parish calendar, and cleanups are properly carried out. Inform the building manager and custodian of all events and parish activities. Maintain a schedule of the use of all parish facilities under the direction of the Churchwardens.
- As directed by the wardens and in conjunction with the building manager, be responsible for ensuring the building is maintained. This includes contracting for minor repairs with local service people, informing the wardens and incumbent of any larger issues, and assisting them to obtain the needed services if necessary. Maintain facilities documents and maintenance files.
- Maintain building access lists, security codes, key distribution.
- Arrange, with building manager, annual fire inspections and ensure items identified during inspections are dealt with in a timely manner.
- Be in full compliance with diocesan Mandatory Vaccination Policy and any other diocesan or government mandated requirements as they occur.
- Attend all bi-weekly staff meetings.

- Regularly update the electronic sign messaging and web page information •  
Other activities as shall be agreed between the Wardens, Incumbent and Administrator and fit within the agreed-upon hours for the position.eg supervision of summer/intern students
- Working with volunteers to ensure that an appropriate volunteer management structure is maintained in the parish, including volunteer screening, recruiting, succession planning and volunteer recognition

### **Skills/qualifications required**

- Works well independently and with other team members with good organizational and time management skills.
- Excellent interpersonal skills and work ethic compatible with church values. Knowledge of Anglican Liturgy and church copyright licensing are assets. Above average communication skills in-person, over phone, by email.
- Knowledge of financial income and expenditures is necessary. Most issues can be referred to the bookkeeper, the treasurer, or the wardens
- Computer expertise with Microsoft Office and a general accounting software. We use Sage50 software.
- General property management expertise, including the supervision of trades; custodial services; scheduling of maintenance inspections; supervising grounds keeping contractors.
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### **Terms of employment**

- 35-37.5 hours per week
- Financial compensation depending on experience
- Two weeks paid vacation increasing over years of service