

TRINITY CHURCH BARRIE and ST. MARGARET'S CHURCH BARRIE POSITION DESCRIPTION PARISH ADMINISTRATOR

Position Title:	<b>Parish Administrator</b>
Purpose of Job:	The Parish Administrator will ensure the efficient administration of the parish offices, assisting the Incumbent and Churchwardens and other clergy and staff in parish administration. All activities associated with this position must be achieved in a manner consistent with the Parish Mission Statements, 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.
Reports to:	Churchwardens – with daily supervision by Incumbent

#### ACCOUNTABILITIES

#### RECEPTION AND COMMUNICATIONS

##### *Trinity Church Barrie*

1. Be the face of Trinity Church Barrie by being pleasant and pastorally sensitive to those who come to the administration office, and those who contact the church by phone. The intermittent nature of visitors and inquiries will require the Administrator to be interrupted during administrative tasks in order to greet and assist people.
2. Respond to general correspondence (postal mail, telephone calls, e-mails) and/ or redirect matters to appropriate person(s).
3. Type agendas, minutes, reports, service bulletins and letters for the Incumbent, Churchwardens and, when appropriate, ministry leads. Distribute minutes, referenced attachments and other materials as directed.
4. Collect mail from the post office box and post outgoing mail each workday.
5. Notify parishioners via email of special events, deaths, prayer requests as required.
6. Maintain the office bulletin board, keeping it organized and current.
7. Maintain the Parish voicemail greeting as required.
8. Maintain/ update messaging on electronic outdoor sign.

##### *St. Margaret's Church Barrie*

1. Type agendas, minutes, reports, service bulletins and letters for the Incumbent, Churchwardens and, when appropriate, ministry leads. Distribute minutes, referenced attachments and other materials as directed.
2. Notify parishioners via email of special events, deaths, prayer requests as required.

#### CALENDARS AND SCHEDULES

##### *Trinity Church Barrie*

1. Respond to queries concerning cost and availability of meeting rooms and church facilities. Book the use of meeting rooms and church facilities by parishioners, ministry teams and outside organizations.
2. Maintain awareness of the requirements for license agreements for outside use of church facilities.
3. Maintain the parish calendar of scheduled events for sharing via email and in the weekly service bulletin and monthly newsletter.
4. Assist in the maintenance of staff calendars by booking appointments, etc. as requested.
5. Inform the sexton, cleaners and/or others of events and parish activities that affect their duties.
6. Maintain list of volunteers and schedules for designated ministry areas managed through the church office, e.g. Sunday School, lay readers, etc.
7. Maintain schedule of dates by when staff and volunteers must renew their Screening in Faith and Sexual Misconduct Policy training certifications.

##### *St. Margaret's Church Barrie*

1. Maintain awareness of the requirements for license agreements for outside use of church facilities.
2. Maintain the parish calendar of scheduled events for sharing via email and in the weekly service bulletin and monthly newsletter.
3. Maintain list of volunteers and schedules for designated ministry areas managed through the church office, e.g. Sunday School, lay readers, etc.

<b>CLERICAL DUTIES</b>
<b><i>Trinity Church Barrie</i></b>
<ol style="list-style-type: none"> <li>1. Maintain the templates for commonly used documents (service bulletin, newsletter, etc.).</li> <li>2. Weekly and Special Service Bulletins: type, proof-read, distribute for review, print and photocopy.</li> <li>3. Monthly Happenings newsletter: send due date reminders, collect article contributions, format content, proof-read, distribute for review, print and photocopy.</li> <li>4. Parish Seasonal Mailings/ Other Letters: Type, proof-read, distribute for review, print letters and envelopes.</li> <li>5. Annual and Special Vestry Reports: send due date reminders, collect submitted reports, format content, proof-read, distribute for review, print and photocopy specified number of copies for vestry meeting.</li> <li>6. Periodically train volunteers in the use of office equipment and procedures as needed.</li> </ol>
<b><i>St. Margaret's Church Barrie</i></b>
<ol style="list-style-type: none"> <li>1. Maintain the templates for commonly used documents (service bulletin, newsletter, etc.).</li> <li>2. Weekly and Special Service Bulletins: type, proof-read, distribute for review, print and photocopy.</li> <li>3. Monthly Happenings newsletter: send due date reminders, collect article contributions, format content, proof-read, distribute for review, print and photocopy.</li> <li>4. Parish Seasonal Mailings/ Other Letters: Type, proof-read, distribute for review, print letters and envelopes.</li> <li>5. Annual and Special Vestry Reports: send due date reminders, collect submitted reports, format content, proof-read, distribute for review, print and photocopy specified number of copies for vestry meeting.</li> </ol>
<b>OFFICE ADMINISTRATION</b>
<b><i>Trinity Church Barrie</i></b>
<ol style="list-style-type: none"> <li>1. Be aware of the approved budget for office supplies and expenses while maintaining adequate inventory of regular and seasonal office supplies.</li> <li>2. Assist property management, kitchen management and other parish groups in ordering and receiving materials within approved budgets or approved by Churchwardens.</li> <li>3. Manage the operation of security camera software and access to stored video captures.</li> <li>4. Manage the operation of the outdoor electronic sign.</li> <li>5. Maintain a neat and welcoming parish office to the extent possible in a shared space.</li> </ol>
<b>CHURCH RECORDS</b>
<b><i>Trinity Church Barrie</i></b>
<ol style="list-style-type: none"> <li>1. Complete wedding, funeral, confirmation and baptism registers and certificates.</li> <li>2. Reproduce and mail certificates and other documents as needed.</li> <li>3. Maintain administrative files as requested by Incumbent, Churchwardens, treasurer and other parish leaders.</li> <li>4. Maintain database of parishioners as directed by Incumbent, adding new individuals and families, recording births and deaths, marking individuals and families as inactive.</li> <li>5. Input parishioners' weekly offerings by entering donation amounts into the <i>Power Church</i> software.</li> <li>6. Assist Incumbent in completing annual Incumbent's Return; assist Churchwardens in completing annual Churchwardens' Parochial Return.</li> <li>7. Keep all parishioner, staff and contract information confidential.</li> <li>8. Backup all computer files according to parish-defined schedule.</li> </ol>
<b>FINANCIAL AND CONTRACTS</b>
<b><i>Trinity Church Barrie</i></b>
<ol style="list-style-type: none"> <li>1. Maintain a record for the administration and allocation of church keys. Collect, record and issue receipts for refundable church keys deposits assigned to external users.</li> <li>2. Maintain a list and files of all active license agreements for use of church facilities. Receive fees from and issue receipts to licensed users.</li> <li>3. Initiate renewal of license agreements; request and verify licensees' proof of insurance.</li> </ol>

## TRINITY CHURCH BARRIE and ST. MARGARET'S CHURCH BARRIE POSITION DESCRIPTION PARISH ADMINISTRATOR

4. As directed by Incumbent and Churchwardens, type or edit new license agreements; update license renewals with new license period, contact names (licensee and Churchwardens), changes in terms. Proof-read new and renewed agreements, distribute for review, print copies for file and designated recipients.
5. Send new and renewed license agreements to the diocese for approval, track approval process, notify the Incumbent and Churchwardens when complete.
6. Maintain list and files of active service contracts with start and end dates. Notify Incumbent and Churchwardens when service contract is within 6 months of expiry for decision to extend or seek new contract. Assist Churchwardens and property committee lead with parish administrator function input to contract requirements for new and renewed service contracts.
7. Collect fees from participants in church ministries for which fees are required, e.g., day camp; maintain a schedule of all fees received identifying payor and when received.
8. Receive, through church office, donations received outside of church services.
9. Receive weekly donation reports from the Treasurer and record donations in designated software; distribute charitable donations tax receipts.
10. Store cheques and cash securely in church safe.
11. Keep an accurate and complete time sheet, submitting hours to the payroll service provider promptly by due date.

### **SOCIAL MEDIA MAINTENANCE**

#### ***Trinity Church Barrie***

1. Update the parish website with service information, special events, etc. as requested by the Incumbent and/or Churchwardens.
2. Maintain the Parish social media accounts, e.g., website, Facebook pages, Google account, YouTube channel, with current information; update seasonal and periodic parish references on community sites.
3. Coordinate access to social media accounts.
4. Edit video content for online church services.
5. Create and distribute online video site links to the Parish distribution list.

#### ***St. Margaret's Church Barrie***

1. Create and distribute online video site links to the Parish distribution list.

### **OTHER DUTIES**

#### ***Trinity Church Barrie***

1. Attend staff meetings.
2. Provide information to corporation meetings as requested.
3. Perform other duties within the scope of this position as requested by the Incumbent or Churchwardens.
4. Requests for services made by others, being beyond the scope of this position description, must first be approved by the Incumbent and/or Churchwardens.

#### ***St. Margaret's Church Barrie***

1. Attend staff meetings.

## **REQUIREMENTS**

### **KNOWLEDGE/ EXPERIENCE**

- Knowledge of office administration
- Knowledge of basic bookkeeping practices
- Experience with social media platforms administration
- Proficiency in Microsoft Office Suite, basic computer functions, internet, e-mail, photocopying, document scanning and faxing

### **SKILLS**

- Excellent interpersonal skills; you will be the first face and voice to anyone seeking help and guidance from the church office. You will be working with clergy internally and externally, church staff, parishioners, newcomers,

## TRINITY CHURCH BARRIE and ST. MARGARET'S CHURCH BARRIE POSITION DESCRIPTION PARISH ADMINISTRATOR

and a variety of service providers for the building. At many times, you will need to demonstrate sensitivity and care to visitors and the ability to work with people in crisis, providing redirection rather than counselling

- Effective communications skills including written, verbal and listening in a clear, caring manner
- Time management skills to meet deadlines; well organized and able to handle multiple tasks with flexibility and a focus on prioritization
- Ability to maintain a high level of accuracy in preparing and entering information
- Possess cultural awareness and sensitivity
- Able to work both independently and collaboratively as a team player with minimal supervision

### **MANDATORY CONDITIONS**

- Legally entitled to work in Canada in accordance with relevant provincial legislation and regulations
- Provide a clean vulnerable sector criminal reference check upon employment and tri-annually thereafter
- Maintain confidentiality first and foremost
- Attend a *Safe Church* workshop for the prevention of sexual misconduct tri-annually
- Adhere to Diocesan policies including the basic requirements of the Health and Safety Policy
- Commit to serving as a moral and upstanding representative of the Christian Church community