

Ministry Position Title: Parish Administrator

Term of Office: A permanent, full time Parish position

Supervision & Support: Reports to: Incumbent and Wardens
Staff Liaison: Supervision of Janitor
Committee Responsible for this Ministry: Executive Committee

Population(s) served: St. John's Parishioners and visitors

Purpose: To manage the day-to-day functions of the Church Office of St. John the Baptist, Cobble Hill.

Duties & Responsibilities:

Administrative:

- Manages the office - handles telephone inquiries; receives, sorts and replies to email and regular mail; maintains office supplies; provides photocopying support; ensures coffee, tea and related supplies are purchased; etc.
- Prepares materials for monthly Executive and Parish Council Meetings for the Rector.
- Attends Parish Council meetings, takes minutes and distributes them to members.
- Takes minutes at Annual Vestry Meeting.
- Assists and supports the Clergy, Wardens and Treasurer.
- Receives bills and invoices, records them, turns them over to Treasurer, and provides bookkeeping services where required.
- Manages a petty cash fund which covers small office expenses such as milk, cutting of keys, coffee, stamps, etc.
- Provides administrative support to the Cemetery Committee; sells cemetery plots, and arranges for the preparation and closing of burial sites.
- When planning for a funeral, contact: ACW, altar guild, music director, sides people, grave digger, lay assistant.
- Maintains key registry.
- Coordinates the acknowledgement of donations and special event items (i.e., Christmas Poinsettias, Easter Lilies).
- Develops and maintains an up-to-date list of local proven contractors.
- Coordinates maintenance requirements with the property committee and other committees.
- Coordinates routine contracts (e.g., garbage removal, photocopier)
- Consults regularly with the Wardens over the affairs of the Parish.



Communications

- Greets Parish visitors in a kind and compassionate manner and assists them as needed.
- Ensures the church website is kept up to date on a weekly basis.
- Maintains the website calendar, and routine updates.
- Assists committees/groups to create and publish information brochures for the Parish and larger community.
- Assists committee chairs to communicate with committee members electronically, sets up templates for schedules and creates group emails for each committee.
- Prepares the weekly leaflet, notices, and maintains the weekly intercessory prayers.
- Prepares the order of service in PowerPoint format.
- Trains members of the congregation to use PowerPoint technology to ensure its use in all services.
- Changes the voice mail message on the church telephone to ensure that upcoming service times and special events are correctly conveyed.
- Sends out emergency messages (email and phone calls) – e.g., cancellation of services; sudden death of a parishioner and funeral date/time.
- Interfaces with volunteers and coordinates the schedules for BAS and BCP Readers, Lay Assistants, Chalice Bearers, Greeters, Sidespersons, Intercessors).
- Sends out weekly emails to all parishioners involved in the upcoming services with the schedule, relevant readings and service details. (Lay assistants, Chalice Bearers, Readers, Altar Guild, Greeters, Sidespersons, Intercessors, after service fellowship)
- Sends out reminder email notices of upcoming events and service time changes where necessary.
- Maintains communication with Church groups/ministries.
- Acts as liaison for parish members, committees and groups as needed
- Prepares funeral and marriage liturgy leaflets as needed
- Maintains communication with Synod Office
- Cultivates a friendly relationship with local press to encourage coverage of church events and accurate advertising; arranges ongoing accurate advertising in local newspapers, magazines, and electronic media; and, places special events advertising (Christmas, Easter, concerts, etc) with the above newspapers/magazines and in the Diocesan Post
- Compiles and publishes reports: annual, special reports, etc.

Bookings:

- Coordinates bookings for the Hall, Church and Pastoral Centre
- Maintains calendars of Parish activities and prepares monthly calendars for distribution.
- Manages rental agreements (including the application of the Diocesan Sexual Misconduct Policy).



Records:

- Uses church database software to manage all parish activities, records and 'contacts'.
- Maintains parish registries: Marriage, Baptism, Deaths.
- Prepares Baptismal and Marriage certificates, and Godparents packages as needed,
- Maintains Parish lists and records.
- Maintains cemetery records.
- Updates Anglican Journal records.
- Maintains the Diocesan phone directory.
- Works with the Wardens to prepare and send the Parish Annual Return (PAR) to the Diocese by the specified deadline.
- Maintains all Ministry Position/Job descriptions for all volunteers and paid Parish staff, and reviews them annually with the Wardens to ensure they are up-to-date, that the risk assessment has not changed, and that risk reduction has been addressed.
- Maintains the records for medium and high risk positions/jobs in the Parish – e.g., Criminal Record Checks, attendance at Sexual Misconduct Policy training, attendance at "Safeguarding God's Children" workshops.

Personnel:

- Trains relief personnel in office duties and procedure.
- Supervises janitorial staff for day to day activities.

Volunteer Management:

- Manages and directs office volunteers.

Other:

- Complies with all Parish and Diocesan policies regarding privacy and confidentiality.

Skills/Knowledge Required:

- Must have supervisory skills
- Must have good proofreading and editorial skills.
- Must have a business college diploma or equivalent experience.
- Must have computer skills, using MS Office (Word, PowerPoint, Excel and Outlook programs).
- Must have some website experience or the ability and keen desire to learn.
- Must have experience in databases or the ability and keen desire to learn.
- Should be willing to learn new computer programs as needed.
- Should be able to use a scanner, a digital camera, and other office equipment.



Qualifications Required:

- Must have beliefs and values which are compatible with the St. John's community served.
- Must have a sense of humour and a sense of compassion.
- Should be cheerful, calm, hospitable, efficient, flexible, and be a good listener at all times.
- Must be able to prioritize and work in spite of constant interruptions.
- Must be self-directed and also able to work as a member of the Parish ministry team.

Limits of the position:

- Failure to comply with Parish and Diocesan confidentiality and privacy policies could constitute cause for termination.
- Will receive a copy of the Diocesan Employment Standards (Regulation 6.9.01 and Appendix G in the Diocesan Canons), and sign a form acknowledging acceptance of these standards as terms and conditions of employment.
- Will comply with the Responsible Ministry: Screening in Faith Policy of the Diocese of British Columbia.
- Will attend a Diocesan Sexual Misconduct policy training session at the commencement of work, and every three years thereafter.
- Will attend the Safeguarding God's Children workshop at the commencement of work, and every three years thereafter.
- Will undergo a Criminal Record Check at the commencement of work, and every three years thereafter.

Terms of work/service:

Hours: 5 days a week, 35 hrs per week

Remuneration: \$15.30 / hour plus benefits

Annual Performance Review

Training Provided:

- "On the job" training, if required (e.g., website, databases, new computer programs, equipment such as a scanner).
- Diocesan Sexual Misconduct training

Position Risk Assessment: High

Benefits & Opportunities:

- Be a critical member of the Parish Ministry Team.
- Play a key communications role.
- Have a profound effect on the working environment of the Parish.

