

Job Description
Church Office Administrator
Parkdale Grace Fellowship
February 2012

Qualifications:

Maturing Christian, loves to serve, neat in appearance, cheerful personality, flexible, organized, respectful of rules of confidentiality.

Technical Skills:

The Church Office Administrator must be proficient in typing skills, have experience in record keeping and office management, proficiency in Microsoft Office software, including Word, Publisher, Excel and Outlook/Express. Able to make routine updates and changes to the church website, excellent telephone skills. Encourage and pray for the church, doing whatever is required to keep the church running smoothly and efficiently.

We envision the Church Office Administrator to have the skills of an executive secretary that could initiate actions and make decisions within pre-established guidelines.

Church office:

The Church office is the hub for church information for communication, record keeping, inspection reports, insurance information, missions etc.

Ethical Conduct:

Because the position has close involvement with various areas of the ministry, the Office Administrator will be exposed to many personal needs and issues among the staff and in the congregation. The Office Administrator will also be entrusted with sensitive information from time to time. Therefore it is imperative that the Office Administrator treats all church business as strictly confidential. Confidentiality means keeping information to oneself and tell absolutely no one else.

Never reveal to anyone, not even the spouse, the identity of those who come to the office to meet with the pastors, or those who the pastors meet with outside of the office. If asked, if the pastor has met with Mr. X, reply that you are not free to say. Those visiting the pastors for counseling have the legal right to confidentiality.

Address church related issues or problem directly with the individuals concerned or with the appropriate leadership responsible. Never criticize behind the back of other or participate in gossip or slander. Never discuss with anyone someone else's problem unless the permission to do so has been given.

To whom the Office Administrator is responsible.

The Office Administrator will report to the Senior Pastor (Ron Stone) for normal office matters.

Salary holidays and vacation

- Hours of employment – 4 hours per day Tuesday through Friday, 16 hours per week.
- Nine stat holidays in a year (usually fall on a Monday, a normal day-off) will be adhered to. If the Office Administrator is required to work one of those days, another day off will be given in lieu of the stat holiday.
- Vacation – 12 working days per year (3 weeks).
- Wages – \$18.00 per hour plus statutory benefits

Weekly activities

- **Attend weekly staff meeting** – informal meeting on Tuesdays
- **Preparation of bulletin**
 - Prepare bulletin (English & Spanish) on Fridays, print, fold and file a master copy
 - Obtain information about upcoming events from the individuals involved (via email or phone calls)
 - Email English edition to Spanish translator (currently Blanca Meza) by Wednesday noon; send last minute changes by Thursday noon.
 - Email a draft to lead Pastor, Pastor Ron (or other designated individuals) by Thursday morning for a final proof before photocopying
 - Prepare bulletin (English and Spanish) for the website and add to website by Friday
 - Print and insert the monthly church calendar, Bible reading bookmarks, and other inserts as directed
- **Prayer bulletins**
 - Prepare template for Pastor Ron to fill in and email to him by Wednesday noon
 - Email completed copies to individuals on list and send missionary letters to those involved
 - Print copies for the list that receives them through the church mail folders
 - File a hard copy
 - The Office Administrator is responsible for producing in communication with the Elders a prayer bulletin if the pastor is not available.
 - Email copies of last week's church and prayer bulletin to missing attendees by Tuesday noon
 - Mail hard copies to those without email
- **Power Point**
 - Prepare announcements for Power Point
- **Website Update**
 - Install weekly bulletin on Friday changing the format to best suit the web site
 - Keep the events page up-to-date
 - Install the monthly church calendar
 - Keep the missions page up-to-date
- **Prayer Ministry**
 - Responsible to provide a schedule and remind the people who minister each week in the prayer room after the Sunday morning service

- Schedule people from the designated prayer list to take the Sunday morning prayer time
- Using discernment, consolidate and categorize the prayer requests that have come in during the week
- Email that list to the individual who will be leading the prayer on Sunday (by Friday noon)
- Let the worship leader know who will be leading the prayer time and who is doing the power point by Friday
- **Sunday Mornings**
 - Be at the church by 10AM.
 - Check the answering machine and email for messages/prayer requests
 - Prepare any additional prayer requests for whoever is leading the prayer time
 - Check with the prayer room leader for any requests given during that time
 - Check with the greeters if they have received any prayer requests
 - Check with the ushers if any prayer requests have come to them
 - Check with the worship leader regarding any changes in announcements needed
 - Help Sunday School teachers as needed with copying, etc
 - Be available as needed to answer questions. Often people will need to know about bookings for church space, give announcements for the bulletin for the coming weeks
- **General**
 - With discretion, clean out the congregation mailboxes, forwarding letters and documents when necessary
 - Update mail folders when necessary deleting or adding names as required
 - Deal with phone messages and emails
 - Tidy up foyer tables and gather lost and found items
 - Back up the computer's files and keep in a secure place
 - Make sure garbage bins are out by 8AM on Friday for pick up
 - Daily walk through the church making sure the doors are locked
- **Monthly**
 - Organize and update literature table
 - Organize and update bulletin boards, in sanctuary and at entries
 - Monitor material that may be put up without permission
 - Make posters for approved groups and post
 - Update the missionary bulletin board
 - Update the church registry
 - Schedule the person who will be leading communion service a month in advance
- **Annually**
 - Send out requests for annual meeting reports
 - Compile the reports and arrange in a pleasing manner
 - Print the booklet and distribute to mail folders 2 weeks before the Annual Meeting
 - Year-end reports to EMCC Head Office and ACOP Head Office. Complete and send in reports for denominational and associations as needed. Request

information needed from the Pastor and Finance Committee as needed for these reports

- CCCC Report
- Go through all office files removing obsolete, out-dated and unnecessary files
- **Church Retreat**
 - Assist the committee with the brochure and registration forms and other documents
- **Church Calendar**
 - Update birthday and anniversary list
 - Prepare and update calendars in English and Spanish for the congregation and staff
 - Print, fold, insert in bulletins
 - Provide extra copies on the back table for absentees and file hard copy
 - Post a copy on entry bulletin boards
 - Print Bible reading bookmarks
 - Update and coordinate visitation calendar with Elders
- **Birthday and Anniversary Cards**
 - Keep an up-to-date file of dates
 - Address the envelopes and write a generic PGF greeting in the cards 6 weeks before the start of each month
 - Pass the cards on to the 5 different people who need to sign them – keep track of where the cards are and who needs to sign them next
 - Sort by date and mail so they arrive on or before the special date
- **Ongoing**
 - Purchase of office supplies at Staples with church credit card
 - Buy stamps as needed
 - Purchase birthday cards and communion cups at Blessings
 - Arrange for sending flowers to sick and bereaved people – flowers can be chosen at Safeway and Safeway can deliver them.
 - Reception duties
 - Receiving and directing phone calls
 - Making phone calls as directed by Pastors and committees
 - Emails to various groups, ie. Men's breakfast, dealing with urgent communications
 - Management of church facility rentals and church calendar events
 - All calendar items are to be discussed at staff meetings to avoid conflicts in booking
 - Facility bookings for activities not related to PGF ministries should be cleared through the Pastors/Elders
 - Keep the year-to-date church calendar in the office current
 - Keep janitor well informed of all events that require special clean up
 - Advise hostess committee of upcoming special events and suppers. Purchase supplies if necessary. Audrey Stokoe is in charge of keeping the kitchen stocked

- Handle prayer requests for prayer chain. Receive and inform contact persons of prayer concerns, using discretion in passing along the information.
- Manage the Petty Cash Fund
- Prepare coffee/tea for small group meetings during office hours, and for Pastors when requested
- Handle incoming and outgoing mail and email
- Make a copy for the trustee of all maintenance bills and put in his mailbox
- Typing and photocopying for Pastors; i.e. letters, Bible Studies, reports
- Typing and photocopying as necessary for committees and programs within the church; i.e. creating signup sheets for church functions, music binders, Grace Life Manuals
- Organize and maintain office supplies, files, making purchases when necessary
- Maintain and update records of the following: Membership (at the direction of the Elder's Council); Baptisms; Dedications; Weddings; Funerals

➤ **Missions**

- Prepare "Missions Updates" for the bulletin from prayer letters, communications from mission groups, individual letter or emails. Some missionaries may need to be contacted to get information.
- Make copies of letters and emails from missionaries for the wall file in the foyer and for inserting in some of the prayer bulletin envelopes (not all people want them). These names are listed in the prayer bulletin binders.
- File any mission's email on the computers and run off hard copies of Prayer letters.
- Receive any mail for Don Allen and Oliver Mayer. Email to inform them. Run off accounting sheets from Don Allen and file. File any financial information for Don and pass on any cheques for deposit.

➤ **Church Directory**

- Publish new directory every six months or as directed
- Have permission and address sheets completed and returned to the office
- Annually arrange for new photos to be taken
- Keep an up-to-date list of addresses and corrections

➤ **Attendance Recording**

- Transfer church attendance sheets completed by ushers to master list
- Revise lists at the end of each quarter and prepare sheets for master and ushers list
- Prepare attendance sheets for Sunday School classes
- Prepare sign-in sheets for preschool classes
- Prepare attendance records for girls club
- Collect and file all attendance records
- Records of attendance are needed for the annual denominational and association reports that need to be completed and sent in each year end

- **Plan to Protect**
 - Office Secretary will need a criminal security back check including a Nation wide Vulnerable Sector Screening
 - Run off manuals for annual Plan to Protect Seminars
 - File the Plan to Protect forms at the church office
- **Maintenance Items**
 - Water indoor plants – outdoors in the summer
 - Keep humidifier on piano full – about every 10 days
 - Escort meter reader to meters
 - Aid any inspectors or maintenance personnel
 - Check refrigerators for expired and stale food
- **Volunteer Items**
 - The Church Administrator is responsible to coordinate volunteers for tasks that are outside of this ministry profile. ie. funerals