

# CHALMERS PRESBYTERIAN CHURCH

London, Ontario

## Position Description: OFFICE ADMINISTRATOR

Reports to: Policy & Planning Committee

### PURPOSE OF POSITION:

The Office Administrator will provide confidential administrative functions on behalf of the Minister, Treasurer, Clerk of Session and Chairpersons of Church Committees and other groups by:

### MAIN DUTIES:

- Receive telephone calls, visitors and inquiries and respond to same in a confidential and discretionary manner.
- Receive and distribute mail on a daily basis to Minister and appropriate committee/groups.
- *Receive and record registrations for Sunday worship according to the church COVID-19 Protocol.*
- Receive and screen calls on family eligibility for Chalmers' Care & Share Program. Communicate with volunteers and issue cheques for reimbursement of food purchases.
- Maintain the church calendar.
- *Set up various online committee meetings on Zoom/Webex.*
- Prepare and produce worship bulletin and announcements, through the compilation of necessary and appropriate information, in consultation with the Minister and Worship Director.
- Entering of offerings into church database.
- Produce the quarterly Master Schedule of volunteers for Sunday worship; email schedules out to volunteers.
- Perform regular updates to the church website and social media group/page.
- Produce posters and promotional materials for printing and upload to website and worship presentation.
- Produce bi-monthly church newsletter in cooperation with the Minister, with submissions from various church committees.
- Liaise with the Church Treasurer on a regular basis and oversee completed requisition forms for payment; arrange for Trustee signatures on cheques, and mailing/distribution.
- Sending out regular communications to the congregation using MailChimp.
- Compile the monthly Session agenda with reports received from various committees; email agenda to Elders.
- Prepare and produce weekly Worship presentations using Easy Worship software.
- Place hymn numbers on hymn boards in sanctuary for Sunday and special services.
  
- Prepare quarterly congregational mailings as directed by the Minister and Chair of Policy & Planning.
- Make updates to the electronic sign and prepare messages for Commissioners Road sign as requested.
- Communicate with the caretaker regarding necessary custodial services.
- Arrange and/or hire custodial, sound, and video coverage for rentals, weddings and additional church service and provide directions on set up.
- Make regular bank deposits, as necessary
- Ordering and maintaining of office supplies, office equipment (in conjunction with Property Management and Worship), VBC supplies and seasonal worship supplies.
- Communicate with the Property Management Committee Chair on maintenance needs; give support to the security system; arrange coverage to allow contracted workers access to the church building.
- Prepare Annual Report by compiling submissions from all church committees and groups.
- With direction from the Roll Clerk, maintain a current member and adherent lists and update the Elders' district lists for distribution.
- Produce and distribute giving statements (3x/year) for the offering envelope members & PAR members and official tax receipts (1x/year) for all donors.
- Make regular member information updates to the church database.

70%

20%

10%

- Coordinate and communicate with outside renters/ groups for use of rooms within the church; maintain contracts and up-to-date insurance certificates for long-term rentals.
- Complete church certificates (ie. marriage, baptism) and arrange gifts on behalf of church.
- Format and photocopy elder newsletters and produce mailing labels as requested.
- Maintain and update list of keyholders and security codes/users.
- Prepare correspondence on behalf of the Minister.
- Prepare and photocopy church directory as requested.
- Keep a record of memorial fund donations and notify family members.
- Ensure that office coverage is available when taking vacation time.
- Work with an IT person to ensure ALL computers are working properly.
- Maintain up-to-date information for PAR (Pre-Authorized Remittance) donations.

### **QUALIFICTIONS AND SKILLS REQUIRED TO PERFORM THE DUTIES**

- Several years of administrative experience with sound knowledge of office procedures, church organization, church policies and terminology.
- Good working knowledge of Microsoft Office, Windows, Outlook, Gmail, Social Media
- Experience with presentation software, database and website software would be an asset
- Willingness to undertake professional courses to enhance work efficiency (eg. Personal development, Church Administrator Workshop).
- The ability to work without supervision.
- Tact, diplomacy, discretion and a mature attitude are required at all times.
- Strict adherence to confidentiality of information.

#### **Hours of Work**

20 hours per week (Monday-Friday). Summer hours to be determined and modified by Policy & Planning Committee. Responsible to the Session through the Policy & Planning Committee.

#### **Remuneration**

Will be determined by the Policy & Planning Committee and recommended for approval to the Session and congregation.

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Incumbent

Date

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Chairs of Policy & Planning Committee

Date