
Church Administrator Ministry Description

Purpose: To oversee the administrative and property issues of the parish of Trinity Aurora. The Church Administrator will ensure the efficient administration of the church office, assisting the Incumbent, Wardens, other clergy, staff and volunteers in the administration of the church and its property. All activities associated with this position must be achieved in a manner consistent with the church's mission statement, goals and objectives.

Population Served: Staff members, leaders, tradespeople, parishioners, the church community, and the wider community.

Duties & Responsibilities:

1. General Administration

- i. Provide administrative support to the Incumbent and other clergy.
- ii. Bring staff and office concerns to the attention of the Incumbent for support.
- iii. Provide contact and deal with inquiries from parishioners, ministry leaders and the general public by phone, email or in person.
- iv. Coordinate and assist the front desk volunteers.

2. Worship Service Preparation

- i. Prepare scripture readings and prayers as requested by Incumbent. Convey information to readers and intercessors and place in the church.
- ii. Use info/schedules provided to update and print Sunday bulletins weekly along with announcements and support materials
- iii. Create certificates for baptisms and confirmation services. (3-4 times/year)

3. Office Administration

- i. Maintain and update all parishioner records in a database as and when changes arise. Prime for generating printouts of parish lists, merge letters and reports required for projects, planning and mailings.
- ii. Order office supplies and ensure adequate letterhead, envelopes, paper and seasonal supplies.
- iii. First point of contact for troubleshooting internal IT issues and working with our IT person.
- iv. Organize parish annual vestry by coordinating and assembling the report, producing necessary materials and ensuring logistical arrangements are made.
- v. Act as vestry clerk for vestry meetings (possibly in the evening or a Sunday afternoon usually once/year).
- vi. Ensure wardens, advisory board minutes are stored appropriately.
- vii. To upload vendor invoices and communicate payment confirmation to vendors
- viii. To enter hours worked in payroll spreadsheet for staff.

4. Rentals

- i. Responsible for all internal and external bookings of the church facilities including the rate schedule, rental agreements, invoices and insurance.
- iii. Maintain and renew all license agreements with the Diocese.

5. Property Administration

- i. Liaise with vendors supplying services to the church.
- ii. Work with Building Facilities Manager for daily property needs.
- iii. Liaise with renters at both the church and rectory on an as-needed basis.
- iv. Support the office set up and IT needs for new clergy/staff .

6. Parish Communication

- i. Call or e-mail newcomers early in the week to confirm information, get permission for weekly e-mail and see if they have any questions.
- iv. Ensure newcomer/information bags are provided and communication maintained during initial contact.
- v. Assist with the preparation of announcements for the weekly web news (Mailchimp).
- vi. Support or web verger with the church website as needed.

Skills & Qualifications:

- i. Advanced computer skills – Word, Outlook, Excel, Publisher & PowerPoint.
- ii. Self-starter, creative thinker, team player with a sense of humour.
- iii. Be able to work with people of varying abilities, backgrounds - both cultural and socioeconomic, and including those considered vulnerable in our community.
- iv. Ability to function in an open office environment with numerous interruptions.
- v. Adept at problem solving.
- vi. Handle multiple tasks simultaneously.
- vii. Good communication skills, both verbal and written.
- viii. Ability to anticipate and seek out information related to the immediate priorities of the church.
- ix. Ability to handle sensitive and confidential information appropriately and with discretion, demonstrating tact and diplomacy.
- x. Tolerance to ambiguity
- xi. Able to work to a deadline in a changing environment
- xii. Able to coordinate information from multiple sources

Qualifications Needed:

- i. 3 – 5 years of experience as an Office Administrator in a supervisory capacity,
- ii. Property Administration experience of a large facility would be an asset.

Limits of the position:

- i. Follows generally agreed with policies and procedures.
- ii. Works closely with the Incumbent.
- iii. Due to the nature of the position, from time-to-time information of a confidential nature will be obtained; that confidence must be honoured.

Benefits & Opportunities:

- i. To share a warm hospitable welcome to those who encounter the church.
- ii. To have an opportunity to share in the planning of church programs and activities.
- iii. The joy of working with a great team.
- iv. To affirm and grow in her/his own gifts.

Supervision and Support:

Reports to: Incumbent

Other Relationships: Wardens, All Staff, Parishioners, Volunteers