

The Parish Church of St. Luke, Burlington

Position Description for ADMINISTRATIVE ASSISTANT (ST# 05)

Nature of the Position

The position of Administrative Assistant is seen by the Parish Executive as an approximately full-time position which has been divided at this time between two incumbents: Administrative Assistant 1 (serving at 18 hours per week) and Administrative Assistant 2 (serving at 18 hours per week). From mid June until the end of August, the office is closed on Monday and Friday so hours will be reduced to 14 per week for both positions. Responsibility for many tasks and roles is held in common by both incumbents. Where primary responsibility rests with a particular incumbent the tables below identify the division in place at this time.

The Administrative Assistant serves in a permanent position:

- a) facilitating parish communication in person and by various media;
- b) performing various secretarial tasks for worship services & rosters, and at the request of clergy, Wardens, Deputy Wardens or Treasurer;
- c) maintaining the parish list, registers and records and serving as Envelope Secretary with respect to postings, reports, receipts *etc.*,
- d) administering the church office; and,
- e) working in a team with clergy, staff, various parish leaders and volunteers to plan for and complete administrative tasks pertaining to church operations.
- f) maintaining the Parish Hall room use calendar and all relative documentation for outside user groups

Outline of Shared Responsibilities

- Serve as (in person and phone) receptionist during posted office hours
- Welcome parishioners and members of the general public and aid them, where possible, in obtaining the kinds of assistance they seek.
- Maintain a current out-going voice-mail message and receive, respond directly, and/or refer/forward or redirect to appropriate persons incoming visitors, phone calls & voice-mail, mail, e-mails & facsimiles.
- Collect and format Vestry Report submissions and prepare adequate number of copies for annual vestry meeting.
- Compile and submit annual online report and forward hard copy to the diocese.
- Arrange for signatures on outgoing cheques. Mail all cheques and letters, etc. as needed.
- Contact and confirm Verger, Organist, Altar Guild, Crucifer, funeral home, funeral reception coordinators as needed for funerals.

- Prepare and produce weekly bulletins, orders of service for regular and special services (funerals, weddings, etc.) and worship leaders' schedules.
- Make, fold, date and bundle an adequate number of copies of the lectionary readings, as required.
- Maintain Baptism, Confirmation, Marriage and Burial Registers.
- Maintain orderly keeping of parish files and other records as assigned.
- Maintain the Parish List and related data-bases.
- Prepare and send newsletter mailing list and arrange for special givings envelopes to go to the publisher.
- Maintain adequate stocks of postage, office supplies & stationery: paper, toner, staples, & seasonal (Christmas, Easter, Thanksgiving) envelopes.
- Handle petty cash.
- Report to Property Chair any building repair and maintenance needs.
- Arrange repairs or replacement of office equipment, in consultation with Rector and/or an Executive member
- Assist in recruiting, training, support and coordination of office volunteers.
- Assist those with appropriate business on-site to gain access during regular office hours.
- Attend and contribute constructively to staff meetings.
- Assist in planning and achieving such administrative tasks as further the mission and ministry of the parish with other members of the wider ministry team
- Communicate with the Diocesan Office, as required.
- Unlock and disarm the Church and Parish Hall in the morning, and insure both are locked and alarmed at the end of the day.

Outline of Specific Responsibilities

Administrative Assistant 1	Administrative Assistant 2
<p>-Serve as Envelope Secretary by: posting the envelope givings weekly; preparing & distributing periodic year-to-date envelope givings reports & annual tax receipts; and investigating reported discrepancies & making records adjustments as needed.</p> <p>-Maintain and report to diocese current Pre-Authorized Payment Plan instructions.</p> <p>-Maintain bulletin boards, tract and display racks in the Parish Hall and church vestibules.</p> <p>-Maintain comprehensive records with respect to diocesan Volunteer Management and Screening policy, working with the clergy and lay leaders to ensure current job descriptions for all positions, and compliance with the screening, training, support and volunteer appreciation protocols contained therein.</p> <p>-Maintain Cemetery records & handle all inquiries/sales of niches & urn plots.</p> <p>In the absence of Admin Assistant 2;</p> <ul style="list-style-type: none"> -Answers inquiries and completes room bookings for church groups -Answers inquiries from outside users groups and refers to Admin Assistant 2, as required -Accepts and records payment from outside user groups, as required 	<p>-Act as Rental Coordinator, being primary point of contact for all inquiries regarding room bookings:</p> <ul style="list-style-type: none"> • Maintain calendar of room bookings for Parish Hall for church groups and outside users. • Refer to Community Engagement Facilitator any requests by not-for-profit community groups. • Prepare contracts and insurance coverage for outside users. Arrange for signing and payment. Maintain payment records for outside user groups. Invoice/follow up as required. • Arrange open/close, set up/take down, janitorial service, as required. Requisition cheques for payment of same as required. <p>-Post weekly bulletins on the parish web-site.</p> <p>-Prepare and produce baptismal & other certificates.</p> <p>-Prepare correspondence for Marriage Preparation Courses.</p> <p>-Secure, with the consent of the Rector, full parish registers with the diocesan archives held at McMaster University.</p>

The Administrative Assistant will:

- present a current police record check not less than once every three years;
- be familiar with and commit to abide by the Diocese of Niagara's Sexual Abuse and Harrassment Policy;
- report to the Parish Executive through the Rector
- take part in an annual performance & development review;
- report monthly concerning numbers of hours worked; and,
- work, in consultation with her/his supervisors, to avoid overtime hours and arrange for *in lieu* days when overtime accumulates.

Relevant Skills & Experience:

A good church Administrative Assistant for the Parish Church of St. Luke:

- listens well; communicates clearly and caringly;
- exercises confidentiality, patience and a professional demeanor at all times;
- is able to perform a wide range of tasks effectively and efficiently, including the organization and maintenance of church files;
- is in possession of a working knowledge (and/or ability to develop same quickly) of computers: including MS Word, Church Windows, Publisher, Excel, *et cetera*;
- is familiar with parishioners, clergy & lay leaders, and parish & wider church structures;
- has well-developed self-care and time management skills;
- is aware of her/his own limitations, and identifies areas where further learning, skill-development and/or assistance is in order, seeking such help as needed;
- benefits from a good sense of humour;
- is able to work both as a self-motivated individual and as a constructive team member;
- and, is committed to furthering the mission and ministry of the church.

Screening Requirements: Interview with Rector and Wardens, Letter of Recommendation, Signed Code of Conduct for the Parish Church of St. Luke, Police Records Check.

Risk Assessment Review

RISK	DESCRIPTION	RATING
Participant	All staff, parishioners and anyone who comes to the front office	Medium
Setting	Office in Parish Hall	Medium
Activity	Reception and Administration	Low
Supervision	Rector	Low
Nature of Relationship	Ongoing	Low
Degree of Authority	Minimal	Low
Physical Safety	Some risk to safety as the admin assistant is sometimes alone in the building when it is open to the public	Medium
Financial	Some financial involvement, handling any money handed in for various reasons	High
Privileged Information	Some access to privileged information	Medium
Damaged Reputation	Some risk of damage to reputation due to financial involvement and access to privileged information	Medium

Risk Assessment Consensus: HIGH

n.b. The position we are searching to fill is Administrative Assistant 2

Please apply with cover page and resumé by email directed to Canon Stuart Pike at office@stlukesburlington.ca

The Parish Church of St. Luke welcomes and encourages applications from people with disabilities for all vacancies. Accommodations are available on request for candidates taking part in all aspects of the selection process.

May 15/18