**GRACE ANGLICAN CHURCH, MILTON**

**MINISTRY JOB DESCRIPTION**

Position: PARISH OFFICE ADMINISTRATOR

**Remuneration:** Salary/Hourly Wage

**Job Description Date:** May 2025

**Nature of the Position**

The Parish Office Administrator provides essential administrative and secretarial support to the parish, clergy, and wardens, ensuring the smooth operation of the church office and fostering a welcoming environment for parishioners and visitors.

**Time Requirement/Hours of Work**

This is a part-time position, requiring 20 hours per week. Typically, the work is done weekdays between the hours of 9:30 am and 1:30 pm with 1 monthly evening for parish council minutes (taking approximately 2 hours). Specific hours and days of the week may be negotiable to meet both the needs of the candidate and parish. Hours can be flexible, but certain tasks (such as Sunday worship material) have set deadlines or require periodic adjustments for special services.

**Essential Duties**

* Prepare weekly bulletins (Sundays 8 a.m. and 10 a.m.) according to specifications.
* Create PowerPoint slides for weekly services and upload to Teams.
* Prepare Prayer Intentions for the Intercessors and send weekly reminders to volunteers.
* Distribute weekly schedules for Sunday morning duties (readers, crucifer, chalice bearers, prayers, and live streaming).
* Responsible for the Parish email communications including but not limited to pastoral newsletters, weekly newsletters and weekly meditations.
* Develop a three-month schedule for readers, crucifer, chalice bearers, prayers and live streaming. Update as needed.
* Create flyers for upcoming Church events and publish them in church bulletins and in the community, such as on Facebook and the website.
* Update the church's LED sign and Narthex monitor, ensuring accurate and timely information is displayed
* Support Parish Council by attending evening monthly meetings, recording and distributing minutes, sending out reminders, collecting and distributing reports, and following up on action items as assigned.
* Manage incoming mail and emails, promptly responding to church-related inquiries.
* Act as contact person for renters, ensuring proper documentation is completed.

**Skills & Experience**

* Strong organizational skills, with the ability to manage multiple tasks and prioritize.
* Proficiency in Microsoft Office software.
* Positive, self-motivated attitude with the ability to work both independently and as part of a team.

**Support, Supervision & Training**

* Accountable to Corporation, supervised predominantly by the Rector
* Opportunity to attend the annual Church Secretaries Conference sponsored by the Diocese
* Training sessions or conferences as available

**Participation Group**

* Daily interaction with Rector, Cleaner, Renters and other staff members.
* Regular communication with parishioners, suppliers, and community members.

**Level of Risk:**

* This position has a **high** level of responsibility due to access to sensitive information and financial tasks. A police check (CRJMC) is required.

**Length of Term**

* Ongoing; the successful candidate will be required to complete a 3-month probationary period.

**Salary Range**

* $22,000 to $24,000 annually, depending on experience.

The Anglican Diocese of Niagara 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 period. Please contact [peopleswarden@gracechurchmilton.com](file:///C:\Users\Mom%20&%20Dad\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\MRRG8KW7\peopleswarden@gracechurchmilton.com).

Closing date for application is May 16, 2025

Please apply by submitting resume to: [peopleswarden@gracechurchmilton.com](mailto:peopleswarden@gracechurchmilton.com).

A detailed job description is available upon request.