



life giving  
life affirming  
life changing

St. Christopher's Anglican Church is a dynamic, inclusive, diverse community rooted in the life-giving, life-affirming, life-changing love of God reaching beyond ourselves, caring for creation and making a difference with others.

The church is currently accepting applications for the position of Parish Administrator. This is a full time paid position that reports directly to the Rector.

### **Nature of the Position**

The Parish Administrator oversees the efficient organization and operation of the church office on a daily basis and provides administrative support to the Parish.

### **Outline of Responsibilities**

The main tasks and responsibilities of this position fall into three categories as follows:

#### **Office Administration**

- Oversees the efficient organization and operation of the church office and initiates improvements and procedures in consultation with the Rector and, where appropriate, the Wardens.
- Recruits, trains and supervises office volunteers as required to ensure deadlines are met and tasks accomplished.
- Responsible for the accurate production of weekly Sunday bulletins and other regularly scheduled worship bulletins (i.e., Ash Wednesday, All Souls and Christmas Eve).
- Maintains and updates the church's database (i.e. membership records and other related office and administrative records).
- Manages the parish calendar.
- Monitors, distributes and responds appropriately to external inquires received through the general email account. Distributes/disseminates Canada Post mail.
- Acts as secretary to the Rector and to the Corporation during monthly Corporation meetings.
- Coordinates the development and production of such annual parochial, diocesan and national church reports to the diocese as required.
- Prepares, prints and distributes the annual vestry report in a timely manner.
- Liaises with Property Manager, Facilities Coordinator and/or Maintenance Committee Chair re scheduling of repairs/maintenance as needed.

## **Financial**

- Interacts with the treasurer, comptrollers, envelope secretaries and counters on a regular basis.
- Receives, sorts and accurately records accounting transactions and other financial gifts, and directs all financial material appropriately.
- Prepares deposits to the Rector's Discretionary fund and take to the bank.
- Provides counters access to the money from the safe each week.
- Provides Comptroller with appropriate cheque requisitions.
- Receives and directs financial questions to the Comptroller/Envelope Secretary as appropriate.
- Liaises with bank and Wardens to maintain bank-signing authorities.

## **Communications**

- Effectively communicates with parishioners and the public ranging from providing information to empathetically listening to pastoral concerns and referring people appropriately.
- Produces the weekly Sunday bulletin announcements, obtaining relevant information re upcoming events, service schedule, music, etc.
- Produces and publishes/sends the weekly News Blast via email and the monthly newsletter.
- Coordinates parish mailings on a regular basis.
- Oversees any brochures and special information/promotional material as required.
- Produces funeral, wedding, and other special service bulletins.
- Updates the parish and diocesan St. Christopher's website.

The above list encompasses the main tasks and responsibilities, but does not exhaust other duties as required.

The Parish Administrator position requires a mix of administrative, financial and communication skills (as outlined in the above mentioned responsibilities), as well as an understanding of the values that are at the core of St. Christopher's (as outlined at the beginning of this document).

## **Skills and Experience**

The successful applicant will have the following skills and experience:

- College or university education and/or equivalent related experience
- Minimum of 3-5 years of related administrative work experience
- Excellent computer skills; working knowledge of Microsoft Office applications. Knowledge of Adobe InDesign an asset.
- Strong organizational/secretarial skills.
- Working knowledge of general bookkeeping and accounting practices
- Excellent communication skills including a strong command of the English language.
- Good personal skills: a people-oriented person, committed to teamwork, and skilled in maintaining confidentiality.
- Familiar with the life, ethos, and worship of the Anglican Church of Canada and supportive of its expression at St. Christopher's.
- Problem solving skills: able to identify problems, generate solutions and implement them.
- Previous experience training staff is an asset.
- Ability to work under pressure, manage multiple projects simultaneously and handle stressful situations.

## **Boundaries & Limitations**

- Works within policies and guidelines as established by the Diocese of Niagara, the parish of St. Christopher's, and the Rector and Wardens.
- In a relationship of trust regarding funds and personal information

## **Support, Supervision and Training**

- Is hired by and accountable to the Wardens in consultation with the Rector.
- Is supervised by the Rector of the parish.

## **Participation Group**

- Relates to other staff members, office volunteers, adult lay leaders in all areas of the parish's ministry, and members of the general public.
- Relates to external users of the facility on behalf of the parish.
- In a relationship of trust regarding confidential/pastoral information.

## **Screening Requirements**

High risk - a police check including vulnerable sector screening will be required of the successful candidate.

## **Length of Term**

At the pleasure of the Rector and the Parish Administrator.

## Risk Assessment

Risk	Description	Rating
Level of Vulnerability	Works independently or with leaders	Low
Location and Visibility	Works primarily in an open office environment	Low
Type of Activity	Office work and meetings	Low
Supervision & Monitoring	Occasional supervision	Medium
Nature of Relationship	One to one interactions, position of influence	High
Degree of Authority	Medium	Medium
Physical Safety	Safeguards in place	Low
Financial	Access to cash and financial information	High
Confidential and Sensitive Information	Access to confidential information	High
Overall Risk Assessment to Person	Stressful position	Medium
Overall Risk Assessment to Parish	Potential damage to reputation, legal claims	High
Overall Risk Assessment to Diocese	Potential loss of insurability, legal claims	High

Deadline for applications: January 10, 2020

Start date: To be determined

Please forward applications to:

The Wardens

662 Guelph Line, Burlington ON L7R 3M8

or via e-mail to:

[staff@stcb.ca](mailto:staff@stcb.ca)

The parish of St. Christopher's 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.