

STAFF JOB DESCRIPTION PARISH ADMINISTRATOR

(adapted from the St. Luke's Cathedral, Sault Ste. Marie)

The position of Parish Administrator requires that the person:
be adaptable to change and short notice duties
provides reports as requested
provides assistance to other persons -i.e. wardens and parish council, rector, assistants and interns, organist, committee members, caretaker, members of the parish community
displays an ability to utilise cost -saving measures for pricing, purchasing, etc.
is organised and displays good time management skills
displays a knowledge of office equipment operation
conducts self in a professional and courteous manner
shows ability to take direction from and work co-operatively with rector, wardens, church officers and other groups within the parish community
follows appropriate dress, safety and security requirements
has a working knowledge of a variety of computer software programs
maintains a high level of confidentiality
displays good problem-solving and judgement skills
carries out all aspects of the position in a timely and accurate manner

Responsibilities

The Parish Administrator is ultimately responsible in all matters to the Corporation of the Church (Rector and Wardens). The position includes the following responsibilities:

Clerical/Secretarial

maintaining an updated knowledge of policies and procedures
preparing and transcribing correspondence as required and requested by the rector and wardens
initiating and completing correspondence in response to routine issues
compiling and submitting routine and specialised reports
preparing weekly bulletins for regular services and special functions.
preparing brochures, scripture readings, lessons, hymns.
establishing and maintaining an office operating and file system that is efficient and time saving in consultation with the Corporation
maintaining parish lists, committee membership lists, etc.
contacting appropriate persons with regard to upcoming meetings and events
co-ordinating room bookings
ensuring that an adequate supply of all required envelopes, stationery and other office needs are ordered and on hand.
ordering supplies for the church, including such areas as Altar Guild, A.C.W., Choir etc.
researching material to provide background information for meetings
assembling and organising information and material for presentations
providing information and feedback to others such as Executive Committee, rector, committees and groups of the parish
ensuring that matters requiring immediate attention are forwarded to the appropriate staff / person for action

Financial

maintaining a variety of financial records, including but not limited to: accounts receivable, accounts payable, general, capital and curacy funds fund, etc.
maintaining petty cash and record purchases

assisting treasurer with accounts, completes bank reconciliation as required
preparing cheques for signature by designated persons and ensuring that accounts are paid in a timely manner

Receptionist

greeting visitors to the church and directing them to appropriate resources
screening callers, taking and relaying messages and arranging appointments

Screening Level – high risk

Secretary to Parish Council

assembling and organising required materials for Parish Council meetings
preparing agenda for monthly Parish Council meetings as required, in consultation with the Corporation
obtaining necessary information from appropriate persons and making the agenda and supporting material available in advance of the meetings (preferably one week in advance)
acting as recording secretary for monthly Parish Council, transcribing minutes and distributing minutes within 10 working days of the meeting date
acting as Vestry Clerk, if so elected at Annual Vestry meeting

External liaison/communication

gathering and compiling statistical data as required for reports to the Diocese, Revenue Canada, LINC etc.
acting as liaison with community agencies, clergy in the deanery, etc.