

The Parish of St. George, Fort Langley
Diocese of New Westminster, Anglican Church of Canada

Position Title: Parish Administrator

OVERVIEW OF THE POSITION

The Parish Administrator works interactively as part of the team of clergy, staff, trustees, parishioners and community agency partners to serve both the church and the community. The Parish Administrator is responsible for organizing and managing a welcoming and efficient office environment that is the centre for information, finance, communications, and program co-ordination for the parish.

Criminal Record Check with Vulnerable Sector Search

This position is classed as a **High-Risk** ministry category as defined by the diocesan Screening in Faith Policy. A Criminal Record Check with Vulnerable Sector Search is required.

RESPONSIBILITIES

The Parish Administrator:

- Ensures that prompt, courteous and helpful service is extended in response to both internal and external requests and inquiries.
- Maintains the parish communications centre and ensures that information is disseminated in an effective and timely manner by telephone, mail, and email. Directs telephone calls and correspondence appropriately and in a timely manner. Collects and distributes incoming mail and processes and delivers outgoing post. Maintains parish bulletin boards.
- Organizes and prepares weekly worship bulletins, occasional service bulletins (such as for weddings and memorial services), circulars, and parish documents and publications in electronic and paper formats, as required. Proofs for accuracy and completeness.
- Manages the cheque creation process by submitting cheque requisitions for approval and coordinating authorized signatures in a timely manner.
- Coordinates the booking of the church as well as the rental and booking of meeting rooms. Ensures the efficient use of church buildings and that completed rental agreements are in place for outside groups.
- Institutes and maintains the administrative systems of the parish and ensures the efficient management and storage of parish records, including payroll, banking, parish lists, committee minutes, and archives.

- Ensures that the parish's online database is current and manages subscriptions to the diocesan newspaper.
- Coordinates and collates the Annual Vestry Report; circulates annual notice of Vestry Meeting (the church's annual general meeting); prepares a Vestry sign-in sheet.
- Coordinates and supervises volunteers working together in the church office periodically.
- Maintains the church calendar of meetings, services and rentals.
- Coordinates requests for baptisms, weddings, memorial services and funerals.
- Prepares a file of relevant correspondence for the monthly Parish Council meeting and attends monthly Parish Council meetings.
- Liaises with the diocesan office re: monthly payments and annual statistics and other inquiries as they occur.
- Maintains weekly parish rosters, working with volunteers to find replacements as needed.
- Manages the 'Office Supplies' line item of the budget and ensures that sufficient supplies for weddings, funerals, baptisms and confirmation services are on hand. Also responsible to ensure that sacramental supplies are available when requested. Lifts and moves paper and office supplies as required.
- Maintains knowledge of new software and other technologies and is willing to participate in courses and seminars to upgrade skills as necessary.
- Is the parish's representative to the wider community.

QUALIFICATIONS AND SKILLS

- A minimum of two years of business or technical education beyond Grade 12.
- A minimum of five years of experience with records management and electronic communications.
- Extensive knowledge of and proficiency in Windows-based software (MS Office), Dropbox, OneDrive and web-based contact management systems with strong word-processing, graphic editing and desktop publishing skills.
- Efficient time management skills, a high level of flexibility, efficiency, productivity and accuracy, and the ability to maintain confidential information.
- Demonstrated service orientation, and the ability and enthusiasm to work independently and with a diverse team of clergy, staff and parishioners.
- Proven ability to multi-task and work accurately with detailed information.
- Ability to work with constant interruptions and to meet deadlines.

- Ability to determine, judge and select appropriate course of action within limits of established methods and procedures.
- Ability to communicate effectively using tact and discretion.
- Experience in customer service or in the service industry is desired.

JOB SPECIFICATIONS

Hours of work

From September to June, the work week is typically Tuesdays to Fridays from 9am to 2pm: 5 hours per day, 20 hours per week. During July and August, working hours are 2 hours per day, 10am to noon, Tuesday to Friday. Typically, one evening per month will also be required to attend Parish Council. This is a salaried position, so compensation remains constant throughout the year despite fewer hours worked in the summer.

Reporting

The Parish Administrator reports on a daily basis to the Incumbent (Priest). The Incumbent and Wardens are jointly responsible for the overall supervision and annual review of the Parish Administrator.

Benefits

The Parish Administrator may join the Diocesan Lay Workers Benefits Plan, which includes MSP, Dental, and Extended Health coverage, as well as pension benefits, and will share in the costs as specified in the Plan.

Salary

Commensurate with experience.

To apply

Please submit a resume and cover letter in MSWord format only to info@stgeorgeanglican.ca. No phone calls please.