

Job Description: Parish Administrator, St Bride's Church January 2025

The Parish Administrator oversees all administrative functions of this vibrant and friendly parish in an efficient and timely way, consistent with St. Bride's mission and its five purposes (Evangelism, Worship, Discipleship, Fellowship and Outreach).

Office hours: Monday to Friday 9am to 5pm or as requested by incumbent and wardens

Reception

- **St Bride's is a Welcoming Church:** Ensure all members, callers, and visitors to St Bride's are made welcome and assisted. Respond to inquiries from parishioners and visitors and refer to incumbent or outside agencies as appropriate.

Handle all aspects of administration relating to the parish as requested by clergy or wardens, including:

1. Produce audiovisual material, reports, and other materials as required

- a. Service and other material including slides (Proresenter), bulletins, handouts, flyers, brochures, special seasonal letters, enclosures and other materials as requested, consistent with established brand standards
- b. Produce annual vestry report.
- c. Provide support to church groups – study materials for home groups, assistance with events, congregation contact information, other as requested by incumbent and wardens

2. Complete all financial and administrative work in an accurate and timely manner

- a. **Administration:** Answer telephones, voice mails, emails, prepare correspondence. Sort and distribute mail and deliveries.
- b. **Record Keeping:** Update/maintain church database. Update/maintain church official records including marriage, baptism, confirmation and burial registers. Complete data for annual Incumbent's report. Maintain files of all church documents required to be retained and archived. Ensure appropriate materials such as completed registers are sent to central archives. Maintain a file of contracts and agreements for all maintenance and service contracts. Keep a record of licensed music used in worship, and submit a regular report to CCLI (Christian Copyright Licensing International)
- c. **Assist with Parish Roster:** Work with Parish Roster Volunteer Manager to ensure that rosters are produced in a timely manner and kept up-to-date
- d. **Volunteer Office Support:** coordinate the work of the office volunteer
- e. **Budget:** Administer the approved office budget. Submit receipts requiring reimbursement in a timely manner

3. Volunteer Coordinator: Provide oversight and support to volunteer ministries' administration

- a. Oversee 'Screening In Faith' Programme: Provide training for volunteers, ensure Police Record Checks, Screening in Faith training and policy sign-off are kept up-to-date and updated every 3 years
- b. Maintain up-to-date record of key volunteers' job descriptions, incumbents, descriptions of ministries
- c. Provide updates and reports as required by the wardens and incumbent

4. Facility Usage Coordinator: Administer the use of space and facilities by St Bride's and external individuals and groups

- a. Oversee St Bride's Church groups' room bookings
- b. Oversee facility usage by outside groups with current and correct documentation, including: collection of usage fees where applicable, completion of facility usage agreement and facility usage policy, current 3rd party liability insurance certificate as per Diocesan requirements
- c. File and retain records of all rentals and license agreements. Annual renewal to Diocese for approval before anniversary date

5. Assist with church communications:

- a. Ensure all materials and communications align with the St Bride's brand standards (logos, colour palette, font etc.)
- b. Create promotional materials (posters, invitations, tickets)
- c. Update the website church calendar and work with Parish Webmaster to update other areas of website as required

6. Perform other related duties as assigned or required.

7. Possible additional responsibility, if the candidate has previous experience:

- a. **Bookkeeping:** Act as back up for the church Treasurer, record financial transactions into QuickBooks, prepare monthly financial reports for review by the Rector, Wardens, Chair of the Finance Committee and others, manage payables and receivables

The ideal candidate will bring:

- 1. Excellent interpersonal and organizational skills and ability to work independently
- 2. Proficiency in MS Office including MS Publisher and previous experience in administration roles
- 3. Knowledge of the Anglican church is strongly preferred
- 4. Previous experience with Canva and ProPresenter is an asset
- 5. Bookkeeping experience, knowledge of QuickBooks is an asset