



Leaside Presbyterian Church

LEASIDE PRESBYTERIAN CHURCH
670 Eglinton Avenue East
Toronto ON M4G 2K4
Tel: 416-422-0510; Fax: 416-422-1595
www.leasidepresbyterianchurch.ca

Position Description – Church Administrator (Part-Time)

Description of the position

The Church Administrator carries responsibility for the smooth running of the operations and administration at Leaside Presbyterian Church (“LPC” or the “Church”).

The Church Administrator assists the minister, the Session, Board of Managers, staff, committees, groups, members, adherents and volunteers to live out the mission of LPC - *to grow in relationship with Jesus Christ, so that we feel loved and share God’s love with others*, by upholding LPC’s stated values.

The Church Administrator must respect and appreciate people of all ages and life circumstances, reflected in how people are treated in their encounters with the Church and how they are talked about and cared for by the Church.

The Church Administrator is vital to the daily functioning of the congregation and the physical facility, and provides solid and impactful support, service and solutions.

The Church Administrator provides direct daily administrative support to the Minister.

Requirements of the position

The Church Administrator must exercise sound and sensitive judgment in a variety of situations, with excellent written and verbal communication, outstanding administrative, social media, website maintenance and organizational skills, and balance multiple and ever-changing priorities and demands, some of which are of an urgent nature.

The Church Administrator must be able to work independently on routine and special projects and tasks from conception to completion and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with absolute trust and discretion.

The Church Administrator must have excellent knowledge of Microsoft Office (Word, Excel, PowerPoint), Google apps (Slides, Drive), experience in posting content to social media apps like Facebook, Instagram, Twitter, etc., and a working knowledge of Power Church Plus database software.

The Church Administrator must have a current vulnerable sector screening check.

The Church Administrator must have knowledge and respect for the beliefs, structure, and polity of The Presbyterian Church in Canada.

Reporting

The Church Administrator reports to the Board of Managers, through the Minister.

On a day-to-day basis, the Church Administrator takes direction from and assists with the workload of the Minister in addition to tending to general operational and administrative matters, while assisting the multiple office holders and chairs who serve the congregation.

Key tasks and accountabilities

- Coordinating church administration and operations tasks and demands, including administrative support to the congregation and the Minister.
- Initiating and answering phone and social media communications, in their known and yet to be imagined forms.
- Preparing the weekly and special occasion worship bulletins, and pertinent matters of data for live streaming in coordination with the Minister, duly assigned substitutes, the Director of Music and others as necessary to ensure each Sunday and all other times of worship are properly and completely prepared and presented.
- Preparing and releasing the weekly electronic newsletter, normally transmitted every Friday morning, and other such newsletters and notices as the need arises.
- Managing the scheduling and booking of church facilities and grounds for internal and external users in accordance with the stated protocols and pricing as set by the Board of Managers, and liaising with the Board of Managers through their established channels, as required and necessary.
- Assisting in the maintenance of church records, namely the Professing Members Roll and registries for marriages, baptisms and funerals.
- Maintaining the congregational database and producing, when directed to do so, congregational directories, be they pictorial or non-pictorial.
- Maintaining and updating the Church website and other forms of social media presence.
- Communicating with the Board of Managers, most often through its Facilities Manager, when facility repair or maintenance issues arise.

Exclusions

The Church Administrator position does not include bookkeeping. Nor is the person required to handle or administer money (other than petty cash), with the exception of forwarding financial information or aiding in the supervised preparation of financial reporting by the approved parties and personnel.

*The areas of accountability are further described in Attachment A.

Education and experience

An undergraduate university degree or college diploma required, with operational, administrative and facilities management experience preferred.

Competencies and aptitudes

This Church Administrator is to be a confidential, trusted, and highly proficient and productive individual with an exceptional willing and cooperative spirit.

The Church Administrator is to provide high-level support in a wide range of activities while interacting with grace and understanding with other church staff members, the people of the congregation, and the community.

This position especially requires demonstrated problem solving and decision-making skills, a consistent perspective of work and service that gains satisfaction in contributing to a work environment that is positive and productive, proficiency in computer applications in multiple aspects, strong organizational skills, and the ability to gather and process information and communicate clearly in writing and orally.

Hours of work

18 (eighteen) hours per week, Tuesday through Friday, most often 10 am to 2:30 pm, at a total of 4.5 paid hours per day.

More hours, with approval, may be required during certain times of the year (example: Advent/Christmas, Holy Week/Easter, congregational reports and meetings).

The Church Administrator is expected to be at the church during the stated business hours. There is no working from home option unless with prior approval of the minister and Board of Managers. It is assumed this will seldom be required or granted.

The Church Administrator may also on occasion need to be present in the evenings and on weekends to meet crisis, urgent and emergent demands, especially in relation to the high seasons of church life and the rites of passage of the people, for example at the time of a funeral. The Church Administrator will be compensated accordingly.

The Church Administrator is on call for emergency situations.

Vacation

Vacation time is provided in accordance with the Employment Standards Act and by agreement of the Minister.

Vacation time will normally not be granted for the following time periods:

- The week before Easter
- The week before Christmas

Salary

\$25 per hour

Payroll status

Employee

Pay period

Bi-weekly, with necessary employee status deductions

Key areas of accountability

Within existing structures practices and protocols:

1. Bulletins, Slides and Related Materials (25%):
 - a Bulletins and inserts, Slides for worship, Script for Vestry Elder.
2. Management of church property and operations, including (25%):
 - a Ensure church's insurance status is up to date and that the church is compliant with the Leading with Care policy of the Presbyterian Church in Canada.
 - b Oversight of service providers, contractors, maintenance and cleaning personnel, ensuring cleanliness and safety are maintained at the highest standard, with any issues to be reported to the appropriate parties.
 - c Oversight of upkeep and repair of church property ensuring the integrity and security of all areas of the buildings and surrounding grounds, with any issues to be reported to the appropriate parties.
 - d Management of church space use agreements and property rentals.
 - e Oversight of a current, effective and well managed properties rental program, including rentals of the property with appropriate organizations and negotiating contracts within Session and Board of Managers parameters; responsible for contributing to facilitating the resolution of concerns and complaints; and ensuring pertinent legal and accounting records are maintained appropriately.
 - f Assistance with the designated Fire Warden in the Fire Safety Plan, with responsibility to ensure LPC's compliance with the plan, including helping with the coordinating of all fire inspections and necessary repairs.
 - g Assistance with the programming and maintenance of all alarm systems and coding.
 - h Suggesting to the Board of Managers any potential enhancements that will result in more attractive usable and rentable space.
 - i Ensuring set-up and clean-up are coordinated with congregational and outside groups using the property.
 - j Oversight of the beautification of church grounds including lawn and garden care, snow removal and attending to litter.
 - k Assessing performance of cleaning staff, providing input to their annual performance appraisals and raising any major issues with the Board of Managers.
3. General administration, including (25%):
 - a Help manage the minister's calendar including visitations.
 - b Prepare and print posters, signs as needed.
 - c Prepare, update, and print monthly calendars of events.
 - d Coordinate preparation and publishing of annual report.
 - e Maintain congregational database and print directory.
 - f Prepare and update Sunday Duty Roster Schedules, manage substitutions and cancellations.
 - g Maintain files for all Session committees.

- h Assistance with the ordering, preparing, recording, and distribution of vouchers once a month for Community Time.
- i Consultation in the acquisition, maintenance and upgrading of all electronic and office equipment.
- j Photocopy, scan and fax as needed.
- k Update the outdoor electronic sign as needed.
- l Maintain a tidy office, Sanctuary and Glebe Community Room kitchen.
- m Maintain a petty cash fund.
- n Manage online service accounts (Zoom, Quickbooks, PowerChurch, One License, CCLI, etc.)
- o Maintain office equipment and office filing.
- p Order supplies for the office and bathroom / cleaning supplies in coordination with the custodian.
- q Answer the phone, emails, walk-ins and acting on requests.

4. Communications and Outreach (25%):

- a Manage social media and website of the church including keeping them up to date.
- b Prepare weekly communications via email (Mailchimp and Facebook).
- c Curate / edit content (videos and messages) and post on social media (Twitter, Instagram, Facebook, etc.) as a form of outreach and promotion to people outside of the church.
- d Online marketing and promotion of rental opportunities.

5. Other duties as may be assigned and required from time to time.