

**St. David's United Church
1525 Taylor Way, West Vancouver
is hiring a
Church Administrator**

Position Profile

Part-time (30 hours per week, 0.75 FTE)

Position Summary

The administrator is a member of the staff team and is responsible for the day-to-day secretarial and administrative support to St. David's, including the following broad responsibilities, described more fully below:

- Receptionist: 15% / 4.5 hours
- Secretarial: 35% / 10.5 hours
- Communications: 15% / 4.5 hours
- Financial Administration: 15% / 4.5 hours
- Facilities Management: 20% / 6 hours

Core Competencies

The church administrator will:

- have a belief system in alignment with the values of the United Church of Canada and St. David's United Church and be committed to the changing goals of the church.
- be kind, welcoming, non-judgemental, gracious, empathetic and have a helpful attitude.
- be highly organized and efficient and have a high level of technical skills relevant to this position.
- be able to communicate effectively in person, in writing and over the phone and have a high level of understanding of privacy, confidentiality and discretion.
- be flexible and receptive to change.
- be able to manage frequent interruptions with grace.
- have the self-confidence to work independently and take initiative.
- be able to collaborate, set priorities and problem-solve.

Responsibilities

Office Administration (receptionist & secretarial):

The Administrator is the "friendly face" of St. David's, the first point of contact with visitors, members, tenants and contractors. The position requires high credibility and a strong set of values consistent with church culture. The position requires strong interpersonal skills and a friendly, helpful, compassionate and cheerful disposition, with an ability to relate to all ages, cultures and temperaments. Duties include:

- meeting and greeting and offering hospitality.
- ensuring that the church office runs smoothly and efficiently and that office tasks are complete.
- ensuring preparation is completed for Sunday services, including PowerPoint and bulletins.
- maintaining the church calendar, schedules and rentals.
- ordering flowers or other deliveries for the Pastoral Care Team.
- liaising with families planning memorials or weddings.
- dealing with general enquiries via phone or email.
- providing secretarial support to other members of the staff team, Board of Governance and committees.
- maintaining office equipment (e.g. printer/photocopier, Wi-Fi, computers/laptops, security cameras).
- acting as (minute) secretary for the monthly board meetings (minute taking, printing and distribution of materials).
- acting as (minute) secretary for the Annual General Meeting (preparation of the Annual Report and (minute taking, printing and distribution of materials for the AGM)).
- providing secretarial support for committee chairs (e.g. printing of agendas, distribution of minutes, maintaining office files).
- providing support for the annual stewardship campaign.
- maintaining church records such as Membership Roll, Baptismal Register, Memorial Services, Board and Policy Manuals, etc.
- completing the statistics report and submitting to UCC.
- annual updating of the church directory.
- maintaining the church email distribution list.
- maintaining the office filing system.

Building Management:

The Administrator is the primary interface with our tenants, working closely with the Chair of Property. Duties include:

- preparing and maintaining a binder of tenant contracts, with contact details of principal operators, lease renewal dates, square footage, operating hours, etc.
- maintaining a binder of all service contracts.
- in conjunction with the Chairs of Property and Finance, directing the maintenance program of the church and serving on the Property Committee.
- maintaining good communication and effective working relationships with all tenants in the building, responding to any complaints or building requirements in a timely manner.
- ensuring compliance with policies and procedures concerning the use of church facilities for meetings, events and activities.
- assisting the Chair of Property with the security of the church.
- maintaining an inventory of church property and equipment (this is a work in progress)
- keeping an inventory of all church keys and tracking keyholders.
- liaising with the Fire Department for inspections and maintenance of fire suppression equipment.
- ensuring the church minimizes utility consumption wherever possible, including natural gas, hydro, water, and sewer usage.
- monitoring water consumption regularly and advising the Chairs of the Property and Finance Committees of any significant or unusual increase in usage.
- maintaining effective relationships with location scouts for parking lot rentals.
- coordinating parking lot rentals and informing tenants, church members and other users (e.g. Westcot School) of upcoming rentals.
- negotiating the terms of any parking lot rentals, signing contracts and collecting payment.
- working with the landscaping company and District of West Vancouver for any reported property needs.
- responding to enquiries for facilities rentals from groups or individuals.
- coordinating facility rental agreements once approved with the Board Chair and/or Chair of Property and/or Finance.
- ordering and tracking of office supplies, janitorial supplies, kitchen supplies, building materials, etc.
- administrative support for Memorial Garden requests and licensing requirements.
- coordinating elevator maintenance.
- overseeing the contracting and scheduling of the cleaning service.
- performing light cleaning when needed.

Financial Administration:

The Administrator provides administrative support to the Chair of Finance/Treasurer and Church Accountant. The primary accounting software is QuickBooks (QB) and a basic familiarity is needed. However, the Administrator will not be required to enter data in QB nor to generate financial reports. In addition, familiarity is required for PowerChurch (to record receipted givings). Financial administrative duties typically include:

- verifying all invoices are complete and obtaining approval for payment.
- assembling invoices, statements and receipts for the Accountant.
- obtaining signatures for cheques and then distributing or mailing cheques once signed.
- producing and sending invoices required for moneys owed to St. Davids.
- organizing renters and ensuring cheques are received.
- collecting deposits for the Bookkeeper and assisting with counting of money and bank deposits, as necessary.
- entering PAR contributions to PowerChurch and assisting members with setting up PAR when needed.
- entering Sunday contributions and all other donations/receipted givings to PowerChurch.
- tracking other donations including bequests, Memorial Garden donations and payments from memorial services or weddings.
- tracking of credit card usage.
- printing of donation tax receipts.
- preparation and submission of tax exemption documents.
- participating in the preparation of the Annual Budget, as necessary.

Communications:

- writing and producing materials such as the e-news.
- maintaining and updating the website and social media accounts.
- creating promotional material as required for church programs and events.
- marketing of church events.

Skills and Qualifications:

- experience in office administration or related work.
- strong interpersonal, communication and customer-service skills and pleasant disposition.
- strong organizational and time management skills and attention to detail.
- strong computer skills and knowledge of Microsoft Word, Outlook, Excel, Mail Chimp/Constant Contact, PowerPoint and QuickBooks.
- ability to manage multiple tasks and work independently.
- experience in a non-profit or faith-based organization would be an asset.

Terms of Employment

Salary: \$28-\$30/hour, depending on experience, plus benefits

Hours: 30 hours/week

Other: Criminal record check required upon acceptance of this position

Contact:

Email: ministeremeritus@stdavidsunited.com

Website: stdavidsunited.com