

**Port Perry Prince Albert Pastoral Charge**  
**Administrator Position Description**  
**Approved November 25, 2021 Updated January 30, 2022**

**Overview**

Responsible to the Pastoral Charge Council, working closely with the Minister(s) and supported by the Ministry and Personnel (M&P) Committee, the Administrator provides administrative services to the Pastoral Charge.

**Duties**

**Welcoming:**

- Typically the first point of contact for congregation members, visitors, tenants and vendors, the Administrator extends a warm and friendly greeting to all who call upon the church, whether in person, electronically or by telephone.

**Supporting the Ministers and Pastoral charge:**

- Works as part of the team with Minister(s), Organists and Custodians.
- Arranges for staff meetings and helps to establish agenda.
- In collaboration with the Property Committee, informs custodial staff around required duties for use of space and worship support

**Administration:**

**General**

- Opens/Closes during office hours and monitors visitors.
- Provides reception and referral as appropriate.
- Maintains confidentiality of Church information, where appropriate.
- Provides/retrieves master keys to authorized individuals and maintains a list of key holders.
- Operates the photocopier for church activities.
- Maintains the Office / Systems Manual.
- Advises Minister(s) of pastoral concerns.

**Weekly Service Support**

- Assembles and co-ordinates announcements for services, weekly bulletin/monthly newsletter.
- Enters, edits, and prints the weekly bulletin.
- Schedules livestream on church YouTube channel
- Prepares PowerPoint slides for service components and loads them into livestream system.
- Checks basic camera pre-sets for livestream.
- Prepares script for livestreaming volunteers.
- Minimal postproduction editing of livestream for posting on YouTube.
- Records dates when hymns used.
- Communicates usages of copyrighted music to One License.

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**Communications**

- Picks up, opens and distributes mail from P.O. box 5382.
- Processes all church correspondence.
- Receives answering machine messages and emails and responds or refers them to the appropriate person.
- Calls for submissions to, enters, edits, and produces the monthly newsletter.
- Sends a weekly message, newsletters, and funeral notices by email.
- Weekly, mails enhanced order of service and sermon to off-line households at Port Perry Villa, West Shore Village, and shut-ins.
- Calls for submissions to, enters, edits, and produces the Connection (3 x a year).
- Calls for submissions to, enters, edits, and produces the annual report.
- Co-ordinates all general church publicity.

**Social Media**

- Maintains up-to-date website
- Maintains church YouTube channel
- Establishes and maintains church presence on Facebook, Instagram, using content input from minister(s)

**Use of Space**

- Acts as first point of contact when there are failures in building systems, such as heating, plumbing, electrical, etc. Contacts Property Committee Chairperson and/or Custodians as appropriate, to effect repairs.
- Co-ordinates the rental bookings, times, and billings of church facilities in Port Perry, and coordinates Prince Albert inquiries with the Custodian.
- In consultation with the Ministers, arranges for use of space for funerals and weddings.
- Maintains the Port Perry church calendar in the upper hall, for above, including all church activities, staff vacations, meetings, etc.
- Attends Stewardship Committee meetings as a resource.

**Committee Support**

- Informs committee chairs of matters pertaining to their committees.
- Keeps Minister(s) updated as to committee issues and congregational needs.
- Maintains up-to-date distribution lists for all committees.
- Keeps track of committee meeting dates, times, locations.
- Reminds committee chairs to circulate notices of meeting and minutes in a timely manner, and assists in the distribution of those materials where needful.
- Obtains and files minutes of all committee meetings, either paper or electronic.
- Obtains and files the Agenda and Minutes of meetings of the Pastoral Charge. These records to be ready for the possible triennial visit of the East Central Ontario Regional Council (ECORC).
- Provides reasonable administrative support throughout the year for the U.C.W., (including the Annual Report), Sunday School, and other church groups.

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**Other**

- Co-ordinates scheduling of educational extension programs with the minister(s) e.g. Confirmation, Bible Study, etc.
- Meets with those requesting financial assistance, refers to the Minister(s) where necessary, and issues appropriate support in the form of a voucher purchase using the Benevolent Fund.
- Provides administrative support for fundraising initiatives such as the house tour and congregational auctions.
- Assists the Music Director with photocopying, event programs.
- Has church event tickets available for purchase.
- Assists Vacation Bible School Co-coordinator with registration and preparation of materials for the week.
- Is available during VBS week to provide assistance if needed.
- Assists the Scugog Ministerial Association as needed.

**Financial:**

- Orders weekly giving envelopes, keeps a file of names and numbers and distributes the first Sunday in December.
- Maintains up to date donation / giving records of the Pastoral Charge (both envelopes and PAR).
- Sends thank you notes for donations (quarterly for regular donations, when appropriate) and in memoriam, with receipt to donors.
- Sends a card to the family acknowledging the donation received. A list of donors is attached.
- Supplies treasurers with financial information from Church Watch software, when requested.
- Prepares and sends annual Income Tax Receipts before the February 28 deadline.
- Issues tax receipts for auction items and gifts in kind according to the Port Perry Policy. (Charitable Donation Receipting Policies and Detailed Guidance – March 22, 2021). Consult Pastoral Charge Treasurer if there is a problem.
- Collects fees, rental, and honorariums for the minister(s), organist, soloists and custodians and distributes them through the church Administration bank account held at the Royal Bank.

**Purchasing and Office Supplies:**

- Orders office supplies and office equipment maintenance as needed.
- Ensures proper functioning and servicing of office equipment.
- Orders Bulletins, Broadview, and Upper Room devotionals.
- Maintains database for subscriptions to Broadview and the Upper Room.
- Orders worship supplies e.g. candles, communion cups, palm branches.

**Records Management:**

- Maintains confidential information in a secure manner.
- Maintains a structured hard copy document management system which includes church and committee records, vendor files, financial records, etc.
- Organizes and maintains filing systems for email messages sent and received, and computer document files.
- Maintains a current mailing list and emails of members and adherents.

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**Records Management Continued:**

- Maintains and improves the churches' databases.
- Maintains the Collar Program and visiting lists and contact information for Minister(s) and UCW.
- Maintains in the Office Manual, a record of software and copy licenses, maintenance schedules, warranties, procedures and policies.
- Maintains the Historic Roll plus all other record books for both churches (Marriages, funerals, baptisms, etc.).
- Prepares documents for weddings (including completion of the church portion of the wedding license), Baptisms, Confirmations, Transfers, and Funerals, as per Minister(s)' instructions.
- Records the minutes of each congregation's Annual Meetings.
- Compiles end-of-year statistics for the Annual Meetings.
- Completes the annual statistical and information return for the United Church of Canada.

**Skills**

**Preference will be given to candidates with the following skill sets:**

- Consistently demonstrates a generous, warm and welcoming presence to all.
- Proven ability to work independently with minimal direction, as part of a closely knit team.
- Self-motivated learner, adept at resourcing training materials, videos, etc., to learn new technologies and processes.
- Ability to maintain a holistic view of church activities to understand how they are connected and impact each other.
- Excellent and accurate oral and written communication skills.
- Confident and able to plan and organize own work to meet established objectives and deadlines.
- Collaborative problem solving and conflict resolution skills.
- Able to use interpersonal skills effectively when working with members, visitors, tenants and vendors.
- Can be trusted and relied upon for discretion when dealing with matters pertaining to privacy and confidentiality of information.
- Proficiency with MS Office products (especially Word and PowerPoint). Proficiency or willingness to learn Church Watch software, Zoom, Facebook, Instagram, You Tube, MailChimp/Constant Contact, Audacity audio editing, and Filmora audio-visual editing.
- Willingness to learn the church's basic livestream set-up, in order to serve as a resource for livestream volunteers.
- Knowledgeable and experienced with computer configurations, system backups and restores, troubleshooting of network issues, etc.

**Special Requirements**

- Satisfactory criminal reference check (including vulnerable sector) completed within the last three months.
- Valid Ontario Driver's License an asset.

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The position is 35 hours per week, with two weeks' vacation annually, based on date of employment.

Pension and group insurance benefits in accordance with the requirements of The United Church of Canada

Salary range dependent on experience \$34,000-37,000/year