

**Office Administrator
Westminster United Church
Terms of Employment
Developed 2020**

1. Title: **Office Administrator**

2. Background Information

Our Church has a small staff that supports a wide variety of activities. The Office Administrator plays an important role in the daily life and work of Westminster Church. She/He offers the first greeting to all who enter the building or who contact us by phone or email etc., so must be helpful, hospitable and tactful while representing Westminster and/or assisting in communication with other staff.

The Terms of Employment of this position encompass the dual functions of supporting the Minister(s), other staff and congregants, and representing Westminster Church in maximizing its rental potential. This is a part-time position requiring office attendance 5 hours per day Monday through Friday each week except on statutory holidays as defined by the Province of Manitoba Employment Standards.

3. Prior to commencing employment, individuals must:

3.1. Read and sign the attached excerpt of the “Employee Code of Conduct” taken from the Manual of The United Church of Canada, indicating understanding and willingness to follow the Code;

3.2. Read and sign the attached excerpt of the “Workplace Violence and Harassment Policy” taken from the Manual of The United Church of Canada, indicating understanding and willingness to follow the Policy;

3.3. Read and sign the Terms of Employment indicating understanding and acceptance of responsibilities and expectations described;

3.4. Read and sign the letter of job offer indicating understanding and acceptance of the position as offered;

3.5. Submit a current Criminal Records’ Check and Vulnerable Sectors’ Check.

4. Skills, training and experience required:

- 4.1. Five years combined training and experience in related organizational support roles – ideally including events coordination;
 - 4.2. Excellent written, verbal, and digital communication and information management skills and training;
 - 4.2.1. Proficiency in working with computer software including but not limited to Microsoft Office 365 (Word, Excel, PowerPoint, Mail Merge), Mail Chimp, Church Executive, Quick Books, Facebook, and Web page updates;
 - 4.3. Demonstrated ability to create, document, follow, invoice for, and complete contractual agreements regarding use of facilities, equipment, human resources, and furnishings;
 - 4.4. Possesses a flexible, collaborative team approach to planning, problem-solving, conflict resolution, and coordinating projects and operations;
 - 4.5. Demonstrated tact and sensitivity to colleagues, clients, and visitors including those who are marginalized and/or vulnerable;
 - 4.6. Possesses knowledge of and experience in not-for-profit community organizations;
 - 4.7. Be familiar with United Church structure and culture.
5. Be responsible to the Ministry and Personnel Committee with respect to office administrative functions and to the Property Committee with respect to functions relating to rentals and coordinating events; overall oversight and accountability regarding Terms of Employment and evaluation of this position rests with the Ministry and Personnel Committee in consultation with the Property Committee:
 6. Shall be responsible for no other employees apart from delegating, coordinating and supervising volunteers in assisting with tasks in the office:
 7. Responsibilities:
 - 7.1. Public relations and reception: greet congregants, organizations and individuals in a professional and business-like manner in all matters relating to the business and ministry of WUC;
 - 7.2. Support the minister by prioritizing administrative tasks and completing same in an accurate and timely manner;

- 7.3. Produce an accurate and comprehensive weekly Sunday Bulletin both in paper and PowerPoint format in a timely manner after reviewing the content with the minister;
- 7.4. Coordinate Church rentals;
 - 7.4.1. Respond to all inquiries related to rental of all areas of the church building and provide tours of the church for prospective renters;
 - 7.4.2. Contract with renters in consultation with the Chair of the Property Committee and staff as needed, completing all rental documents with costs, dates, etc. and confirm agreement with the receipt of a deposit;
 - 7.4.3. Update and maintain event information on our electronic sign as required;
 - 7.4.4. Maintain an up-to-date Church data base concerning rentals including rental paid;
 - 7.4.5. Maintain a Google calendar of events that can be printed and posted for the benefit of custodians, the board, committee persons and visitors;
 - 7.4.6. Compile and send invoices to renters promptly;
 - 7.4.7. Receive, record and deposit all payments in the office safe;
- 7.5. Correspondence functions: Ensure all information gleaned from mail, telephone calls, emails, faxes, etc. be recorded, distributed and/or responded to in a timely manner;
 - 7.5.1. Receive and distribute incoming mail in a timely manner;
 - 7.5.2. Receive and record cheques, fees, etc.;
 - 7.5.3. Reply to email correspondence as appropriate or forward emails to the appropriate persons;
- 7.6. Provide administrative support for Christian education programs by ordering materials, preparing promotional materials, taking registrations, and distributing information, newsletters and other reading materials to families and program participants;
- 7.7. Provide administrative support to the Property Committee as required;
- 7.8. Organizing baptisms, weddings and funerals;

- 7.8.1. Baptisms: Coordinate baptisms with baptismal families and the minister; execute the necessary documentation;
 - 7.8.2. Weddings: Provide answers to questions of engaged couples regarding the service; consult with the minister and/or other Westminster wedding officiants regarding prospective wedding dates; maintain an up-to-date wedding list with dates and distribute to minister, wedding officiants and staff; arrange for delivery of wedding certificates; prepare the marriage register and registration of marriage form; inform the Organist and/or Director of Music and custodial staff; inform the treasurer with information for payment and fees to staff;
 - 7.8.3. Funerals: Provide support to the bereaved family and the presiding minister in preparation for the funeral service; assist in booking the facility; inform staff including the Custodian, Organist, and Director of Music of time and family requests; prepare service bulletin; makes arrangement as required for reception to follow service.
- 7.9. Office Management:
- 7.9.1. Take such steps that are needed to ensure smooth, efficient operation of the office;
 - 7.9.2. Train and supervise Church office volunteers;
 - 7.9.3. Be responsible for the maintenance of software subscriptions;
 - 7.9.4. Be responsible for operating and care of the photocopier and fax machine;
 - 7.9.5. Maintain adequate office supplies;
 - 7.9.6. Ensure all cheques and cash are placed in the safe at the end of each day.
- 7.10 Church records and data bases:
- 7.10.1. Maintain computer data bases of members, adherents, marriages, baptisms and funerals including mail and email addresses and other contact information;
 - 7.10.2. Assist membership records volunteer with updated individual member information data sheets.
- 7.11 Other duties as assigned

