

# Job Description – Parish Administrator

## The Church of Saint Augustine of Canterbury

The Church of St. Augustine of Canterbury, is a small Anglican parish in Leaside, Toronto. The Parish Administrator works with the Incumbent and churchwardens to coordinate the administrative needs of the parish, including preparing materials for Sunday services. The Administrator is required to manage the day-to-day operations of the parish, and to be the main source of contact for a number of organizations who utilize the building as tenants. We can accommodate a mixture of onsite and work from home practices.

The ideal candidate will have proficiency in Microsoft Office, and a willingness to learn church specific computer software, such as PowerChurch and WordPress. Familiarity with the worship style and the structure of the Anglican church is an asset.

It is possible that this position could be paired with neighbouring Anglican parishes seeking similar talent in order to create a full-time work schedule.

The Administrator will be paid commensurate with experience for up to 20 hours per week on average (recognizing that Christmas and Holy Week will require extra hours as needed, as well as preparation for annual Vestry) paid monthly as salary. Included will be 4 weeks paid holidays and 5 paid sick days. Optional participation in National Church Lay Benefits Programs is available.

The Administrator reports to the Incumbent but also works closely with a number of volunteers who act as wardens, treasurer and other positions. Regular activities include, but are not limited to, the following:

- a) Prepare materials (leaflets, readings, etc.) for Sunday services and special major events of the Church year (Holy Week, Christmas)
- b) Prepare and coordinate submissions to the weekly eNews (currently in MailChimp).
- c) Respond to and/or reroute all incoming communication via phone, email, postal mail as appropriate in a timely manner. Act as first line contact for outside communication with the parish.
- d) Prepare the Service Rota and distribute via email/mail as required to members of the parish.
- e) Maintain the Parish Directory in Powerchurch, email, or spreadsheets for the purposes of mailing lists, tax receipts, donor lists etc.
- f) Maintain the Parish Calendar and update church signage as required.
- g) Update the Parish Website as needed (e.g. adding events) in consultation with the website administrator and clergy. Training sessions (in WordPress) with the website administrator are available as required.
- h) Interact with renters of the building to ensure their events are noted on the parish calendar, their insurance contracts are updated annually (or as needed based on their contract), advising the incumbent and wardens when a contract needs revising, and other activities as required.
- i) Maintain parish Rental Rate card.
- j) Be responsible for ensuring the building is maintained, including contracting for minor repairs with local service people, and informing the wardens and incumbent of any larger issues, assisting them to obtain the needed services if necessary. Maintain facilities documents and maintenance files.
- k) Maintain building access lists, security codes, key distribution.
- l) Be responsible for the smooth running of the office, including ensuring the office equipment is in good repair, office supplies ordered as needed, etc.
- m) Coordinate and track caretaker activities. Order caretaker supplies as requested.
- n) Act as Envelope Administrator for the Parish, including recording donations, being in communication with the PAR managers, issuing tax receipts.
- o) Interface annually with the assigned auditor

- p) Arrange annual fire inspections and ensure items identified during inspections are dealt with in a timely manner.
- q) Create and distribute materials for annual Vestry meeting (reports, etc.)
- r) Be aware of diocesan Sexual Misconduct Policy. Track details of compliance by parish volunteers and staff
- s) Complete diocesan Sexual Misconduct Policy training, police check, and annual Parish Leaders Workshop training.
- t) Be in full compliance with diocesan Mandatory Vaccination Policy and any other diocesan or government mandated requirements as they occur.
- u) Other activities as shall be agreed between the Wardens, Incumbent and Administrator and fit within the agreed-upon hours for the position.
- v) An annual review will be conducted annually in February prior to the Vestry meeting.

For interested candidates, please submit a resume and cover letter to The Rev'd Megan Jull via email to [info@saintaugustine.ca](mailto:info@saintaugustine.ca)