

**ST. MATTHIAS AND ST. LUKE ANGLICAN CHURCH**  
Diocese of New Westminster, Anglican Church of Canada

**Position Description**

Position Title: **Parish Administrator**

**Summary:** The Parish Administrator acts as the general office manager of the church office, and assists the Parish Priest, Wardens, and other Parish Staff with secretarial/clerical work. The role has a pastoral dimension because the Parish Administrator is the first person at the parish to whom people often speak.

**Responsibilities:**

*Office Management*

- Greet visitors to the church during office hours, answering the telephone, and checking/responding to the voicemail.
- Distribute postal mail, route incoming emails, and respond to general email inquiries.
- Type correspondence for the Parish Priest and others.
- Assist Parish Priest in scheduling meetings and pastoral visits.
- General office filing.
- Order and purchase office supplies and other miscellaneous items.
- Care for the photocopier and request maintenance through existing service plan, in consultation with the Parish Priest and Wardens.
- Assist with preparation for Parish Council Meetings and help prepare after-meeting reports to the parish.
- Collect information for and assemble the Annual Vestry Report.
- Prepare parish postal and email mailings.

*Worship Support*

- Prepare weekly worship bulletins, weekly announcements, and special service bulletins.
- Maintain parish prayer lists, including managing incoming prayer requests.

*Communications Support*

- Arrange advertising as requested.
- Update Web site, Facebook page, and Twitter account as directed.

*Record Keeping*

- Maintain the Parish List.
- Support the work of the Treasurer, including data entry and report generation as needed.

*Building Management*

- Schedule usage of parish facilities and liaise with building users.
- Coordinate key distribution to building users.
- In consultation with Parish Priest and Wardens, schedule routine upkeep of grounds and facilities with vendors.

*Miscellaneous*

- Maintain general tidiness of office area.
- Additional tasks as assigned.

**Qualifications/Requirements:**

- Ability to work independently and to be a collaborative team player as needed.
- Good problem-solving and creative skills, and the ability to adjust to unplanned-for situations and fluid priorities and deadlines.
- Excellent written and verbal communication skills. **Fluency in spoken and written English and Mandarin is required; Cantonese fluency is an asset.**
- Attention to detail.
- Proficient with Windows 7 and 10 computers – Microsoft Office software; experience with Power Church Plus, Wordpress websites, Facebook, and Twitter an asset.
- Skilled in recordkeeping and filing.
- Basic bookkeeping skills an asset.
- Excellent people skills and a good sense of humour.
- Ability to relate effectively with people from diverse backgrounds, including those with cultural, linguistic, and theological differences; an appreciation of the value of creating spaces that are welcoming to this diversity.
- Pastorally sensitive; understand the need for and the ability to maintain confidentiality.
- Knowledge of the Anglican Church and the Christian faith helpful.
- Complies with screening requirements according to the Screening in Faith policy of the Diocese of New Westminster, including submitting at time of hire a current Police Record Check with Vulnerable Sector search obtained within the last 12 months.

Time Required: 20 hours per week. Preferred schedule is Monday – Friday, 4 hours each day. Exact hours to be scheduled with the Parish Priest and Wardens.

**Additional Specifications:**

- \$15-17 per hour, based on experience.
- Paid holiday of 2 weeks per 12-month period. Statutory holiday paid only if it is on a work day.
- Compassionate/Bereavement Leave: in consultation with the Parish Priest or Wardens.
- The position reports to and takes direction from the Parish Priest and is accountable to the Parish Priest and the Wardens.
- The Parish Administrator will meet regularly with the Parish Priest to establish work plans, supervision, training and support. Conflicts/grievances will first be dealt with by the Parish Priest or with the Wardens.
- The position will begin with a probationary period of 3 months, ending with a mutual review. Annual reviews will be scheduled thereafter with Parish Priest and Wardens.
- Termination of Employment: Unless dismissed for cause, two weeks' notice will be given for termination of this contract, by either party. No termination pay, beyond employment standards legislation, will be given at the end of employment.

All qualified applicants—women *and* men—are encouraged to apply. Please submit a cover letter and resume, attn: The Rev'd Vivian Lam, to [office@stmstl.org](mailto:office@stmstl.org), and with the subject line "Parish Administrator position" by **Tuesday, May 17, 2016**. No phone inquiries please.