



Title: Administrative Assistant
Hours: 25

Reports to: Lead Pastor
Incumbent:

Our Mission: To follow Jesus Christ and celebrate life in him.

We are: Gathering, by God's saving grace, people who are
Growing in godliness as they spend their lives
Going out in gratitude to serve the world by
Giving of their spiritual gifts and resources for the common good,
Glorifying God in all of life.

Personal Characteristics:

- Possesses a deep and abiding love for Christ and the people of God.
- Demonstrates a mature and growing relationship with Christ including a strong biblical foundation.
- Engages a lifestyle consistent with what it means to be follower of Jesus Christ
- Maintains an attitude of prayer, humility, thanksgiving, generosity, compassion, encouragement and love by seeking Christ
- Is sensitive to the dynamics of personal matters and is able to gracefully protect member and staff confidentiality
- is a member of, or willing to become a member of, Willoughby Christian Reformed Church
- Is committed to the mission, vision and purpose of Willoughby Church

Position Purpose:

The position of the Office Administrator of Willoughby Christian Reformed Church is an administrative role that supports and promotes the mission, vision and ministry of the church through a variety of communication avenues, organizing special events, maintaining official documents and records and archives and overseeing matters of building use and maintenance. This position also includes providing assistance to pastoral and ministry staff as needed.

Qualifications:

- Course work/training or experience (office admin, basic bookkeeping/finances)
- Criminal Record Clearance

Professional Skills

- Strong relational skills: able to interact with church members and the public in a positive and professional manner
- Strong communication skills: spoken and written
- Able to work as part of a ministry team
- Self-starter, able to work independently and prioritize multiple tasks and projects
- Competency in use of a variety of technology platforms: MS Office software, databases, and social media

- Strong organizational and hospitality skills

Job Description

Reception and Hospitality

- engage with members, and the public in a welcoming and professional manner in person, on the phone, and in electronic communications
- schedule volunteers- tech, worship teams, hospitality, communion, etc.
- In collaboration with the pastors, facilitate the planning of church special events (e.g. Ministry Launch, Church Breakfasts, Camp out etc.)
- prepare schedules for Sunday hospitality activities (greeters, ushers, coffee servers, etc.)
- ensure supplies for hospitality and special events are available
- liaise with the officiating pastor and member families for weddings and funerals

Recordkeeping

- maintain official church documents and records
- ensure church membership information is current and maintained as required by the CRCNA, and keep the bookkeeper informed.
- In consultation with chair of Pastoral Elders, maintain up to date district lists
- Manage ChMS (Church Management System/Elvanto)- members/volunteers info and permissions, events, calendars etc.
- submit required society documentation to the Province of British Columbia annually as required by BC Societies Act
- submit required documentation to CRCNA annually as required
- maintain a current directory of members and regular attenders
- review and approve volunteer expense reimbursements for church events and facilities prior to submitting to bookkeeper for payment.

Council & Pastoral Elders

- prepare correspondence as directed by Chair of Council or Chair of Pastoral Elders
- prepare materials for congregational meetings and leadership retreats and record minutes.

Church Facilities

- serve as staff liaison with Building & Grounds (B & G) Committee
 - in conjunction with B & G, manage facilities rentals in accordance with the WCRC Rental policy
 - liaise with B&G re maintenance and repair
 - liaise with IT support contractor
- ensure liability and facilities insurance policies are current
- ensure property maintenance contracts (snow removal, landscaping, etc.) are current
- schedule maintenance and repair for church equipment

General:

- Criminal Record Clearances (training involved)
- Privacy Officer (training involved)
- Signing Authority re e.g. refugee sponsorship
- Checking mail and answering machine
- Curate and distribute appropriate "Info@willoughbychurch" emails