

JOB POSTING – PARISH COORDINATOR

The Parish of Holy Trinity Anglican Church in North Saanich is looking for a permanent, part-time parish coordinator to serve the needs of our active worship community and its many outreach activities.

SUMMARY

The parish coordinator is responsible for the successful operation of the church office as the administrative and communication hub for the parish community, providing support to the priest, wardens, treasurer, parish council, lay ministry leaders and the Cemetery Board. Exceptional interpersonal skills are required, as is demonstrated proficiency in MS Office, accounting software and website administration. The office is a friendly and accepting environment, welcoming of all and focussed on providing service to the community. This position reports to the priest.

This is an onsite position requiring 15 hours weekly, with no weekend responsibilities and no overtime. There is flexibility around hours and timing although we do need to set a fixed and regular schedule with the successful candidate.

RESPONSIBILITIES:

- Coordinating the church schedule and calendaring all activities of the parish
- Maintaining the parish database on the direction of the priest
- Updating the church website as required in collaboration with the website administrator
- Producing and distributing the bulletins for church services
- Handling communications directed to the office, and forwarding to the designated ministry leaders
- Coordinating communication between ministry groups as required.
- Paying approved invoices
- Managing hall bookings
- Preparing the Annual Report, collating reports from the priest, treasurer and lay ministry leaders
- Managing access to church facilities under the direction of the priest or wardens
- Welcoming visitors during regular office hours.

REQUIREMENTS AND SKILLS:

- Minimum five years of prior administration experience
- Excellent verbal and written English communication skills
- Demonstrated proficiency in all products in Microsoft Office365
- Proficiency in Quickbooks
- Proficiency with web maintenance; prior use of Tithely is an asset
- Proficiency in database management; prior use of "Power Church" is preferred
- Familiarity with church rites and how each is administered (baptism, confirmation, marriage and funerals), particularly updating registers and issuing certificates
- Ability to relate in a pastorally sensitive and efficient manner to everyone who connects with the parish office – parishioners and the public alike
- Self-motivated and trustworthy with exceptional organizational skills, able to work independently and as part of a team
- Legally permitted to work in Canada.

Candidates must be able to provide a Police Information Check with a Vulnerable Sector Search and abide by diocesan policies and the Presidium Safe Church program.

The hourly rate will be \$25 depending on skills and experience.

Please email resume, cover letter with references to:

Rev. Denise Doerksen

parishcoordinator@holytrinityns.org

Holy Trinity Anglican Church

1319 Mills Road

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