

Job Description
Church Office Administrator
Peace Mennonite Church

Who we are.

We are an increasingly diverse group of people who are united by a passionate love for Jesus. We are committed to growing together in our faith and we focus our lives around three key areas: Jesus as the center of our faith, community as the center of our life, and reconciliation as the center of our work.

Purpose of role.

This key role is the cog in our organizational wheel that helps keep the church running. The administrator manages the day-to-day operations of the church and acts as a liaison between our pastors and congregants, the church and our regional conference, and with outside parties such as visitors, renters and various service providers.

Job fit.

This job is an ideal fit for a planner, organizer and multi-tasker who is highly relational, loves serving others and is committed to the overall mission and success of our church.

Key Areas of Responsibility

Frontline Office Support

- Welcoming visitors, answering phone calls, responding to emails, attending to general enquiries, etc.
- Directing pastoral care concerns to pastors as needed.

Service Planning Support

- Providing administrative and scheduling support to pastors, ministry leaders and volunteers.
- Preparing presentation decks for services and archiving older material.
- Setting up livestream links for services and uploading recordings to our website.
- Scheduling AV techs for services and events.

Office Management and Administration

- Prepare and distribute reports on membership statistics and information to church leadership and the conference.
- Archive reports and minutes for council and congregational meetings.
- Coordinate annual general meetings and prepare report package.
- Manage office supplies and equipment.
- Manage beverage supplies and order when needed.

Facilities Maintenance

- Coordinating maintenance work with janitor and management team.
- Ensure sanctuary, foyer, and kitchen are clean for Sunday mornings.
- Oversee the maintenance, safety, and security of the church building and grounds.
- Oversee computerised access control for rental groups.
- Coordinate cleaning services and monitor janitor supplies and order when needed.
- Monitor church heating system and ensure furnaces are optimized for each season.
- Manage pest control services, maintain food safe accreditation, and arrange annual fire inspection.

Facilities Rental

- Liaise with rental groups.
- Maintain accurate record of rentals information and payments received.
- Keep up-to-date schedule for church facilities and gym use.
(with English and Chinese congregations and rental groups)

Communication

- Preparing the weekly church newsletter.
- Updating the church website with news and events.
- Send email communications as needed.
- Prepare church phone directory and update church mailboxes.

Skills and experience.

- Fully devoted to Jesus Christ and his church.
- A team player with a positive attitude.
- Excellent organization and administration skills.
- Strong communication and interpersonal skills.
- Listen attentively and ability to resolve matters diplomatically.
- Good teamwork and collaboration skills.
- Outstanding service orientation and commitment to helping others.
- Experienced in the use of computer technology for church administration (e.g., presentation software, streaming platforms, social media, control systems, etc.)

Hours of work and remuneration.

- 5 ½ hours per day (Mon – Fri).
- Remuneration based on experience, incl. group insurance and pension benefits.
- Allowance for occasional hosting of outside events.

Please submit cover letter and resume to jobs@peacemennonite.ca by Fri. March 1, 2024.