

**St. Andrew's Anglican Church, Sidney  
Parish Administrator  
Job Description**

## **Overview of the Position**

The Parish Administrator works collaboratively as part of a team of clergy, staff, parishioners and community partners to serve both the church and the community. The Parish Administrator is responsible for managing a welcoming, efficient Church Office environment where information is easily available, communications are clear and timely and facilities are safe, clean and well-functioning. This position contributes to a positive working atmosphere, supporting the parish specifically in the following ways.

## **Criminal Record Check with Vulnerable Sector Search**

This position has been evaluated as included in the High-Risk ministry category as defined by the Diocesan Safe Church policy. A Criminal Record Check with Vulnerable Sector Search is required. Also required is Safe Church training and a signed authorization of having read the necessary diocesan policies.

## **Responsibilities**

### *1. Clerical, Reception and Communications*

- In consultation with the Rector, prepare and produce worship materials and bulletins for Sunday morning and other services.
- Prepare and distribute weekly parish announcements via print, email, and/or church website.
- Prepare other printed and online materials: e.g. handouts, giving envelopes, annual reports, event tickets
- Receive visitors to the office and respond efficiently and effectively to telephone and email inquiries
- Direct incoming mail to the appropriate recipient and prepare outgoing mail
- Maintain parish records: e.g. parish directory, documents, minutes
- Assist with advertising of church services
- Prepare reports for submission to the Synod Office
- Assemble and distribute materials for meetings as required
- Assist scheduler in maintaining Sunday ministry rosters for the 8am and 10am services
- Manage volunteers in the church office as needed
- Maintain confidentiality

*2. Technical*

- Assist with website and other social platforms
- Secure appropriate copyright information for music and liturgy texts
- Maintain office equipment and arrange for servicing when required

*3. Facilities*

- Manage calendar of events and coordinate rentals and use of church facilities for special services
- Maintain office, worship and hospitality supplies
- Manage Caretaker, ensuring facilities are clean and well-maintained

*4. Financial*

- Prepare cheques for signature
- Process expense forms
- Issue donation receipts for occasional donors in consultation with the Envelope Secretary
- Manage petty cash
- Assist Bookkeeper, Envelope Secretary and Treasurer with financial record-keeping

**Job Specifications**

- 20 hours per week, Monday to Friday, 9am to 1pm daily.
- Reporting: The Rector and Executive Council (wardens) are responsible for overall supervision and annual review. Day to day reporting is to the Rector.