Balmoral Bible Chapel
2700 - 55 Street, Red Deer, Alberta, T4P 0X1
(403) 347-5450 www.balmoralchapel.ca

Job Posting

Chapel Admin

Who We Are

Balmoral is an independent evangelical body of believers with roots in the Open Christian Brethren tradition. Located in the Timberstone/Rosedale neighbourhoods in Red Deer, we have a sincere commitment to following Jesus. Our desire is twofold: (1) to reach our local community with the hope and peace found only in the Gospel of Christ; and (2) to bring to life His kingdom through growing faithfulness to his teaching.

Who We Are Looking For

After nearly 30 years of ministry, our current *Chapel Admin* is retiring, and we are looking for the next person to serve in this essential ministry role.

The full *Job Description* is included in this bundle, but our future admin must meet the following qualifications:

- **Trustworthy / Reliable:**
  Our admin has access to a lot of sensitive information relating to the Chapel and the lives of our people, so confidentiality and quality of character are of the utmost importance.

- **Relational:**
  As the initial point of contact for many, our admin must be adept at interpersonal communication, be a welcoming presence throughout the week, and collaborate with a variety of ministries.

- **Independent Creative Worker**
  As administrative support for our various ministries, our admin must have a creative mind/eye (e.g., designing posters) and be able to work independently in a timely manner.

- **Computer Literate**
  Our admin must already be familiar with, or able to learn quickly, the applications we use (e.g., Google Workspace, Canva, Tithe.ly, Easy Worship, etc.)

- **Teachable**
  Our admin must be willing to learn a variety of skills and adapt to our ways and practices.

Apply

If you think you might be a fit for this role, please send your resume with a cover letter explaining why you are applying to hiring@balmoralchapel.ca

Chapel Admin

Job Description

Job Summary

The Chapel Admin is responsible for the communication and administrative needs of the Chapel and its ministries, to the glory of God. This includes, but is not limited to, managing the website, in-house communication, the Chapel calendar, liaising with rental groups, answering phone calls and emails, and maintaining church records. The Chapel Admin also fosters a welcoming and warm atmosphere by greeting all visitors with genuine kindness and providing assistance with a compassionate demeanour.

Responsibilities

Regular

- Manage church communications, including the website, phone calls, emails, greeting visitors, bulletin boards, the directory, and the weekly *Round-Up*.
- Maintain church records, including financial documents, minutes, criminal record checks, and registration forms.
- Coordinate scheduling for Chapel events, meetings, and rental groups.
- Handle clerical tasks such as filing, copying, security codes, receiving invoices, building inspections, and data entry.
- Assist in volunteer scheduling across ministries.
- Maintain licensing and insurance policies.
- Purchasing / ordering supplies.

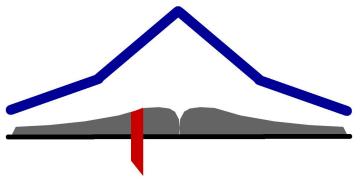
As Required

- Offer administrative support to Chapel staff, Elders, Deacons, and ministry leaders.
- Assist with major events (e.g., funerals, conferences).
- Perform other duties as assigned.

Requirements

- Adhere to the *Lifestyle & Morality Standards* of BBC.
- Conduct and present themselves in a manner befitting a Chapel staff member. Including maintaining confidentiality and practicing hospitality.
- Detail-oriented and self-motivated.
- Ability to work independently and as part of a team.

Requirements cont'd	● Competency in computers, using office equipment, cloud storage, and graphic design. ● Willingness and ability to learn new skills and receive instruction. ● Ability to handle stress and problem-solve. ● Strong command of the English language, including grammar, spelling, and punctuation. ● Flexibility to adapt to variable rhythms of Chapel life. ● Completed *Criminal Record Check* and *Vulnerable Sector Check*. ● Attend weekly staff meetings (required) and be a part of Chapel life and worship (preferred).
Direction	● Answerable to the Deacons (or their designated supervisor).
Schedule	● 28 hours/week. ● Tuesday to Friday, 9 am to 4 pm. ● Additional hours sometimes required (e.g., rental groups, trades work, etc.). Schedule and banked time will be sorted with the supervisor in these events.
Salary	● Commensurate with experience and qualifications, and reviewed annually.



Appendix A: Lifestyle & Morality Standards

This policy sets out standards and principles that describe the Godly behaviour expected of those who are part of Balmoral Bible Chapel (BBC), whether as a member, volunteer, or employee and gives direction on how to maintain those standards.

In all its ministry endeavours, BBC seeks to glorify God. Members, volunteers, and employees of BBC are required to support the objectives of BBC, act with Christ-like love toward one another, and to conduct themselves in a manner consistent with principles of Scripture. The points outlined in this policy are based on Scripture[1], which is accepted by BBC to be the final authority in all matters of faith and practice.

A.1 Rejected Conduct at BBC

BBC makes every effort to ensure that high moral standards and honourable, gracious behaviour characterizes every member, volunteer and employee in both public and private settings. This will serve as a witness to those who see us publicly. All who serve with BBC are encouraged to establish personal, spiritual disciplines that foster an intimate relationship with God, which is essential to effective service as a disciple of Christ. This includes prayer, Bible study, regular Chapel attendance, and sharing of faith and beliefs with others. BBC rejects the following conduct as being incompatible with the Christian standards of anyone serving in the ministries of BBC:

1. breach of trust or confidence
   Lev. 19:11; Mt. 5:37; 19:18; 22:39; Phil. 4:8; 1 Pet. 1:15-16; 1 Jn. 3:3

2. lying or deceit
   Mt. 5:37; 19.18; Eph. 4:25,29.

3. extramarital sexual relationship(s) (adultery)
   Ex. 20:14; Lev. 18:6-18, 20; Mt. 5:27-32; 19:9,18; Rom. 7:2-3; 1 Cor. 5:1-2, 9-13; 6:9-10, 13-20; 10:8; Eph. 5:3-5; 1 Thess. 4:1-8; Heb. 13:4

4. premarital sexual relationship(s) (fornication)
   Ex. 20:14; Mt. 5:27-32; 19:18; Acts 15:29; 1 Cor. 5:1-2, 9-13; 6:9-10, 13-20; 10:8; Eph. 5:3-5; 1 Thess. 4:3-5; Heb. 13:4.

5. reading or viewing pornography
   Rom. 7:5-6; 13:13-14; Gal. 5:16-21; Phil. 4:8; Col. 3:5; I Thess. 4:3-5, 5:22; I Jn. 3:3.

6. homosexual relationship(s)
   Lev. 18:22, 20:13; Rom. 1:24-27; Jude 1:7.

7. theft or fraud
   Ex. 20:15,17; Lev. 19:35-36; Mt. 5:37, 6:12; Eph. 4:28.

8. aggressive and abusive behaviour

Pr. 15:1; Mt. 5:9, 21-22, 38-39; Rom. 12:10, 16-21, I Cor. 13:4-5; Phil. 2:3-8, 4:8; James 1:19-20, 3:5-8; 1 Pet. 3:8-9; 1 Jn. 3:3.

9. sexual assault/harassment
   Deut. 22:25-26; Mt. 5:28; I Cor. 6:9-11, 18-20; 1 Jn. 3:3.

10. using illicit drugs, including cannabis. An exception for cannabis use may be allowed for medical reasons, as long as evidence from a physician is provided. Rom. 13:1-2, 5; 1 Cor. 6:19-20; Eph. 5:15-18; Phil. 4:8; 1 Thess. 5:6; 1 Tim. 4:12; 1 Pet. 1:13, 5:8-9; 1 Jn. 3:3.

11. criminal activity
    Ex. 20:13-17; Rom. 13:1-2, 5; Eph. 5:8-11; Col. 3:5-10; 1 Thess. 5:22; 1 Jn. 3:3.

12. Attempting to change one's biological gender, or living as a gender different from the biological one at birth.
    Gen. 1:27; 5:2

13. Participating in, or otherwise supporting abortion or euthanasia.
    Ex. 20:13; Deut. 5:17; Job 14:15; Psalm 1139:13-16; Matt. 19:18;

A.2 Maintenance of Morality Standards

The following guidelines will be used to maintain the morality standards as described in the foregoing:

1. In the event of a violation or breach of these standards, the elders of BBC will attempt to bring about the restoration of the individual in order to maintain a working relationship with the organization dependent upon the nature and extent of the violation or breach. The "discipline" process allows for a three-stage process, the second and third stages being at the discretion of BBC.

2. The first stage of discipline shall be a review of the problem by the elders and/or a designated elder together with a congregant member. Should the person(s) under review feel that there is still misunderstanding at this stage, a formal appeal may be made to the elders of BBC.

3. The second stage of discipline is the "restorative" process which is dependent not only on the repentance by the individual for the alleged conduct, but also on the nature and severity of the breach or violation. In this stage of discipline, BBC may recommend that the individual undergo professional counselling and assessments and may apply a probationary period to allow for correction of the conduct or behaviour of the individual. When restoration is deemed successful and complete, as determined by the elders, then BBC may reinstate the individual and provide ongoing support and accountability for them.

4. The third stage of discipline is the termination of the working relationship between the individual and BBC. As the violation of this policy by an individual is recognized by the elders of BBC as a fundamental breach of the relationship, the individual accepts that BBC may in its sole discretion terminate the relationship without notice or compensation.

A.3 Handling of Some "Disputable" Behaviours

Regarding the use of tobacco or alcohol, while not considered a "moral" issue by BBC, we believe that its usage often leads to over usage and can be harmful to self and others. (1 Cor. 6:19) Therefore, at functions where an individual is attending or acting as a representative of BBC, abstinence from the use of tobacco and alcohol is strongly encouraged out of respect for the diversity of opinion within the evangelical community on the use of these products, and to give extra care to avoid causing an offence or setting an inappropriate example. The use of tobacco is discouraged out of consideration for the health and well-being of the individual and his or her work associates and family. This is the basis for prohibiting the use of alcohol or tobacco or cannabis on the premises of BBC.

---

[1]Genesis 1:27-28; 2:18-25; Exodus 20; Leviticus 18; Deuteronomy 4:2; Matthew 5:17-19; 5:27-32, 37; 19:3-9; 18-19; Mark 13:31; Romans 1:25-27; 7:2-3; 14:1; 15:4; 1 Corinthians 5:1-2, 9-13; 6:9-10,13-20, 7:3-5, 8-9; 10:6-12; Ephesians 4:25,29; 5:3-5; Philippians 4:8; Colossians 3:5; 1 Thessalonians 4:1-8; Hebrews 13:4; 1 John 3:3.

References:
Adapted from Living Stones Church Policy and Procedures Manual, Updated March 22, 2012

Cannabis added to A.1.10, March 20, 2019

A.1.12 Gender dysphoria and A.1.13 abortion and euthanasia added March 30, 2022