

SOUTHMINSTER UNITED CHURCH
15 Aylmer Avenue, Ottawa, ON

[Southminster United Church](http://SouthminsterUnitedChurch.com) is seeking a Church Administrator, as of June 2024. Qualified applicants are invited to send a resume and cover letter outlining their experience by May 1, 2024 to Janet Sutherland, Ministry & Personnel Committee at office@southminsterunitedchurch.com

Position Description

CHURCH ADMINISTRATOR

Southminster United Church is an Affirming Congregation of the United Church of Canada and worships on the traditional unceded territory of the Algonquin peoples in Old Ottawa South.

1. ROLE

The role of the Church Administrator (CA) is central to the effective and coordinated day-to-day administrative operation of the church. This position is involved in almost all aspects of SUC's activities and therefore it is essential that the CA possess the ability to prioritize, be organized, coordinate effectively, be discreet, take initiative, and make certain independent decisions. As often the first point of contact for those who visit or communicate with the church, the Church Administrator is, in many ways, the 'face' of the church. The CA must possess excellent interpersonal and communications skills.

The CA interacts with and collaborates with other staff (Minister, Music Director, Caretakers); congregants, volunteers (members of Council & committees/groups); the Eastern Ontario & Outaouais Regional Council, and the United Church of Canada (UCC) National Office, and other churches; the general public; and those using Southminster facilities. The CA functions as an important information and coordination hub, facilitating connections across a broad array of church activities with internal and external audiences.

The position requires a presence at the church, Tuesday to Friday, from 9:00 – 4:30 p.m. (30 hours per week) from September 1 to June 30th. Modified hours in summer. Occasional evening and weekend work is required.

2. DUTIES (30 hours per week, .8 FTE)

i) Reception and Information (10%)

Oversees the main reception area of the church and responds to needs appropriately. This includes: welcoming and directing callers and visitors during office hours, conducting tours, fielding inquiries regarding the Minister's availability, and timely and accurate relaying of messages, requests and information to relevant persons. May be called upon to identify appropriate resources in the community for individuals requiring assistance, with guidance from the Minister as required.

ii) Supporting the Ministerial Team and Worship Services (15%)

Supports the Minister and Director of Music in administrative functions, including management of the Minister's calendar and congregational communications.

Attends meetings of the Worship Committee in support of worship service planning, as required.

Compiles and produces a weekly worship bulletin and PowerPoint slide presentation based on information provided by the Minister and Music Director.

Organizes the volunteers for worship service Lay Readers in consultation with the Worship Committee.

iii) Communications (15%)

Compiles and produces:

- *Southminster This Week*, a weekly e-mail newsletter to church members, adherents and interested community members;
- Programs for memorials/funerals and other special services, as required;
- Other announcements for distribution via e-mail (i.e. death notices, special event reminders), based on input from the Minister or Council/committees/groups, as well as other items of interest to the congregation;
- Relevant postings on Facebook and YouTube.

Maintains the Southminster website, including the on-line calendar, updating pages, creating new pages, and posting documents as requested by the Minister, Council, and/or committee/group representatives.

Administers SUC Facebook page and YouTube accounts and other social media as required.

Supports SUC events and ceremonies by creating posters, invitations, social media posts, tickets, promotional flyers as needed.

Designs and distributes advertising and promotional announcements to various publications and online sites to promote SUC.

Prepares signage and posts notices on church bulletin boards, keeping them tidy and current.

Collates financial and narrative reports for the annual meeting and other congregational meetings. Tasks may include formatting, proof-reading and printing of the Annual Report.

iv) Administration and Record Keeping (15%)

Develops, updates and maintains a logical and efficient filing system including minutes, correspondence, contracts and official documents such as annual reports, and records of Council and congregational meetings (hard copy and cloud-based files in Google Drive and Dropbox and back up of computer files as needed).

Updates and maintains the church membership rolls by processing membership transfers, and preparing certificates of membership, baptism and confirmation, in cooperation with the Minister and Worship Committee.

Oversees compiling the annual church statistics, in accordance with United Church of Canada (UCC) requirements and ensures the timely filing of such reports with the UCC National Office in Toronto.

Maintains congregational records in the form of addresses, e-mails, birth dates, baptism, membership dates, etc., using the *Power Church Plus* database.

Maintains records in keeping with United Church of Canada (UCC) good management policies and practices as outlined in [UCC Financial Handbook for Congregations \(2017\)](#).

Assists staff and volunteers with the use of church materials and equipment.

Maintains sufficient office supplies; arranges for repairs to office equipment, as required.

Arranges for renewal of licenses and subscriptions.

Receives and distributes mail.

Orders resources and supplies (e.g., books, bulletin inserts, curriculum, candles) as requested by committees/groups and other staff.

Provides administrative support for Church Council as required, including dissemination of documentation, maintaining records of meetings and assisting with the preparation of reports by requesting and assembling information, preparing drafts for approval, proof-reading and dissemination.

Attends monthly meetings of the Church Council to report on church operations, as requested.

Posts/distributes minutes of Council and Committee meetings for access by church members.

Assists in the preparation of and attends the Annual Meeting of the congregation.

Arranges for office coverage by trained volunteers during approved absences.

Performs other related duties as requested.

v) Finance and Bookkeeping (20%)

Maintains a pre-authorized withdrawals (PAR) list, liaising as required with the United Church of Canada, orders and oversees offering envelopes, and manages monies received apart from regular church services (eg. Doors Open for Music, church social events and programs, e-transfers, CanadaHelps, rentals, subscription fees for Broadview Magazine).

Maintains and organizes supplies for the weekly offering counters (envelopes numbers list, deposit bags, forms).

Reviews all invoices and requests for reimbursement, ensuring proper back-up documentation and correct allocation to the general ledger account. Prepares cheques for timely payment of all invoices and secures approval by the Treasurer, appropriate Committee Chair, and other signing authorities, as required.

Organizes pre-authorized payments and online accounts for recurring expenses through bank account or credit card (eg. Utilities, office supplies).

Prepares and makes bank deposits for funds coming directly into the church office (other than Sunday offering), eg. Rental fees.

Ensures expenses, contributions and pledges are accurately entered weekly into the *Power Church Plus* data base.

Reconciles the monthly bank statement.

Liaises with Treasurer to review payables and monthly financial statements.

Creates reports on church membership and finance for the Finance & Property Committee and Church Council, as needed.

Supports budget development and manages expenses within approved estimates.

Produces and arranges mailing of yearly charitable tax receipts.

Administers the staff payroll, through communication with the UCC Pension & Benefits Division and ADP Payroll Company.

Produces T4As for payments made for services rendered to individuals other than regular staff (i.e. DOMS musicians, organ and pulpit supply)

Collects SINs and mailing addresses for payments to those performing a service to SUC.

Follow through on all procedures related to memorial donations and bequests.

Sells tickets for Southminster events/functions as requested and handles money for items sold occasionally through the church office.

Administers the distribution of semi-annual Benevolent Fund donations, in consultation with the Minister. Purchases food coupons/cards and maintains a record of recipients.

Maintains a spreadsheet to track income and expenses for the weekly DOMS (Doors Open for Music at Southminster) concert series and assists DOMS volunteers in logging weekly at-the-door donations.

Prepares HST/GST submissions to Canada Revenue Agency.

Prepares the annual statutory charitable tax T3010 filing with Canada Revenue Agency in consultation with the Treasurer and Chair of Church Council.

Maintains financial records in keeping with United Church of Canada (UCC) and Canada Revenue Agency policies (see checklist in [UCC Financial Handbook for Congregations \(2017\)](#), page 107).

vi) Rentals and Building Use (25%)

Coordinates scheduling of meeting space and events for the congregation and staff.

Fields requests for use of the facilities, directing inquirers as appropriate.

Collects information at time of booking to ensure needed equipment, supplies, access, and to avoid conflict between users.

Acts as the communication point for couples inquiring about and/or planning weddings at Southminster. Maintains files for weddings and coordinates details with the Minister, Caretakers, and Music Director.

Administers the one-time rentals of space, including communication with partnering organizations or individuals, development of rental contracts, collection of payments, insurance certificates, and follow up on contract renewals.

Arranges for caretaking staff to be present for evening events, rentals and weddings/funerals as needed.

Assists the Finance & Property Committee's volunteer rental manager in administering the long-term rentals, including the arrangements for new ones.

May act as agent of the church in signing agreements with prior approval of the Finance and Property Committee.

Facilitates communication between those renting the facilities, caretaking staff and the Finance & Property and/or Church Council. Assists in managing any issues that arise from tenants.

Communicates expectations and specific arrangements re: set-up, maintenance, cleaning, security, and health and safety with both renters and caretaking staff.

Maintains records including correspondence, finance, and the calendar of rentals and contracts in *Power Church Plus* database.

Supports the marketing of Southminster facilities through the website and other channels to enhance community use of the church building.

Initial contact, problem-solver and liaison with Finance & Property Committee, caretaking staff and vendors for property issues such as heating, plumbing, electrical, computers, printers, telephones, insurance, snow removal, supplies, safety, elevator.

3. REPORTING RELATIONSHIP

The Church Administrator will carry out the assigned duties according to the arrangements set out in their 'Letter of Employment Agreement'. In the context of daily operations, the CA is expected to be largely self-directed, establishing work priorities in close collaboration and communication with the Minister, the Chair of Council, and the Finance and Property Committee.

The Church Administrator is accountable to the Church Council through the Ministry & Personnel Committee (M&P), which is responsible for performance reviews, conflict management, approval of leave time and overtime requests, and ensuring appropriate working conditions. M&P also takes the lead on updating the position description, in consultation with the Church Council and the Finance & Property Committee. The Ministry & Personnel Committee will ensure that human resource management processes are carried out in accordance with United Church of Canada policy as well as applicable government legislation. It may assign a member to be the Church Administrator's liaison for employment-related issues.

4. PERSONAL SUITABILITY

Work experience as an office administrator (ideally 5 years).

Skills and Abilities

- Comfortable working in a Christian church and with the role of being the face and voice of Southminster United
- Excellent people skills, including empathy for people seeking help/pastoral care, and pleasant telephone manner
- Ability to communicate effectively in written and oral English
- Time-management skills, including multi-tasking, and dealing effectively with messages and interruptions
- Well-organized, including ability to manage details of office administration

- Ability to operate in an environment that requires a high degree of confidentiality, discretion and good judgment
- Self-motivated: ability to work with minimum supervision
- Demonstrated flexibility to respond to emerging needs, changing priorities and deadlines
- Ability to work as a team member
- Capable of being assertive when necessary, including knowing when to call on others to help
- Ability to use the technology of the modern office – e.g. computer, wireless printer/scanner/copier; internet and e-mail
- Proficient in Microsoft Word, Publisher, and Excel. Comfortable using and ability to learn computer software and applications, including but not limited to social media, website, and financial management programs. Proficiency in *Power Church Plus* an asset (database for tracking finance, rentals, contributions, membership)

Knowledge:

- Familiarity with and interest in the Southminster community; sharing its values and mission
- Familiarity with CRA rules for charities is an asset
- Knowledge of relevant local resources – e.g. suppliers, sources of social assistance

5. TERMS OF EMPLOYMENT

- Salary: \$35,000 to \$40,000 plus benefits (pro-rated to .8 FTE)
- Hours: 30 hours a week, Tuesday to Friday 9:00 a.m. to 4:30 p.m. from September 1 to June 30 with 30 minutes for lunch. Hours of work may vary during peak and slow periods, including occasional evenings or weekends to attend church functions.
- Benefits: United Church of Canada group benefits (<http://www.united-church.ca/leadership/church-administration/health-dental-and-life-benefits>) including pension, health, dental and life insurance will be provided.
- Leave: One week of paid vacation (4 days) can be taken during the church year (September to June) either as a full week or as separate days.
Time away from the office needs to be discussed with M&P and scheduled around the church calendar to avoid peak periods.
One sick day is granted per month and may be accumulated over the working year but not carried over to the next year.
Overtime must be approved in advance by the Finance & Property Committee and/or Ministry and Personnel Committee (documentation required).
- Term: One year contract, with potential for renewal.

*Approved by Southminster Church Council
March 26, 2024*