

CHURCH OFFICE ADMINISTRATOR

JOB DESCRIPTION

This is a flexible part time position, 20-24 hours per week. Expressions of interest should be sent to the office administrator (office@stittsvilleunitedchurch.com) with Resume in the subject line by close of business July 10, 2026.

Position Summary

Stittsville United Church is an active congregation with a busy church building and events calendar. As the first point of contact, the Office Administrator responds to a variety of inquiries; provides requested general information and directs them to the appropriate responsible individuals.

The Office Administrator provides clerical support to the Minister and Music Director as well as to all Church Committee Members. Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint required). It is the responsibility of the Office Administrator to prioritize tasks and co-ordinate the general workflow of the church office ensuring that set goals and objectives are met in a timely fashion. The position is accountable to the Church Council through the Ministry and Personnel Committee.

Duties and Responsibilities

General Administration

- Provides clerical support to all staff, Committee Team members and congregants
- Orders office supplies and oversees the maintenance of office equipment ensuring its functionality
- Purchases all supplies for all Committees
- Uses a Bring Forward System to track and renew operating license contracts, memberships and accounts etc. (e.g. Bell, Microsoft)
- Co-ordinates and compiles the weekly Sunday Worship Order and orders worship supplies as required
- Co-ordinates, compiles and distributes the weekly (and/or other ad hoc) electronic Stittsville United Church News bulletins on social media websites
- Updates and maintains master congregation contact information lists Maintains accurate records of the Official Church Roll of active members, inactive members and adherents
- Coordinates and compiles committee and staff reports for the Annual Report for approval and distribution

- Assists the pastor in co-ordination of baptism sacrament and the sacred rites of weddings and funerals and occasional ad hoc presentations
- Records incoming invoices and liaises with the Treasurer/Finance Committee to track payment progress

Communications

- Assesses and prioritizes daily incoming enquiries i.e. via phone, written, in person or digital communications
- Maintains and updates the Church calendar bookings
- Maintains and updates the Church's website
- Regularly monitors and updates activities in Stittsville United Church to be shared with sister Church communities and a variety of social media platforms to foster solid community support
- Manages courier services and deliveries
- Liaises with community organizations

Records Management

- Manages the internal physical and electronic filing system by maintaining up to date current relevant files and databases, archiving and/or destroying files in accordance with the United Church of Canada established policies, guidelines, and procedures
- Prepares and submits the annual cemetery report in accordance with the Bereavement Act of Ontario
- Maintains up to date confidential files related to Police Record Checks for all staff and Committee Bone Fide Members as required
- Performs monthly back up maintenance of all office computer files by saving to an external hard drive

Building Management

- As the first point of contact gives tours to potential users/renters of the Church building
- Research rental fees to keep up to date on current market rates and makes recommendations to the Property Management Committee
- Schedules and coordinates facility use within established guidelines
- Finalizes rental contracts, coordinates intake of rental payments and manages any follow-up as required

- Follows up with renters to confirm interest in contract renewals
- Assists Property Management Committee regarding security breaches (false or otherwise)
- Liaises with Property Management Committee, custodian and renters for weekend rentals that require special opening and closing, supervision and clean up
- Maintains a current and accurate list of service/repair providers and arranges for regular current maintenance
- Assists in the resolution of property, facility or equipment problems, reports issues, sources vendors etc.
- Orders all custodian and building supplies as required
- Manages, updates and schedules duties related to the community shared church calendar, facility rentals Committee meetings
- Maintains an up-to-date list of all building alarm codes and key holders

Pastoral Care Support

- Provides sensitive clerical support to the Pastor and Chair of the Pastoral Care Committee for those seeking spiritual comfort