

Church of Saint John the Evangelist, Hamilton

Ministry Description (Staff Position)

Ministry Area	Administrative	Position	Parish Administrator
Nature of Ministry	<p>As a member of the Administrative Team, you will perform various administrative and clerical duties to meet the ongoing needs of the parish alongside volunteer members of the team.</p> <p>The purpose of your ministry is to give leadership to the administrative team and empower the various ministries of the parish with administrative support.</p> <p>This ministry involves tasks such as bookkeeping, worship material preparation, telephone and e-mail monitoring and response, website management, etc.</p>		
Outline of Responsibilities	<ol style="list-style-type: none"> 1. Coordinate with volunteers to ensure the timely preparation and distribution of worship materials, including prayer sheets, orders of service, slides, and other materials for multiple weekly and special services. 2. Bookkeeping, including the entering of all bills, invoices, expenses, and deposits into QuickBooks Online program, the reconciliation of Bank Statements, and support of the Parish Treasurer and Corporation. 3. Receive and respond to phone messages, e-mail, and written correspondence, coordinating with office volunteers throughout the week. 4. Coordination of various administrative tasks as needed, such as filing, ordering of supplies, updating church database, volunteer scheduling, planning calendar. 5. Assistance and facilitation of various ministries and other volunteers, such as Wednesday Morning Service, special mailings, Concert Administrator, etc. 6. Additional duties assigned by the rector and churchwardens. 		
A Person Well-Suited	<p>Will be comfortable working in a people and task-oriented, structured environment.</p> <p>Will be well organized and dependable, capable of working on their own without supervision, but able to facilitate and empower the work of other volunteers in the Administrative Team.</p> <p>Will be friendly and welcoming.</p> <p>Will practice confidentiality and respect the privacy of others.</p> <p>Spiritual gifts that may apply to this ministry include: compassion, administration, discernment, mercy, helps, wisdom.</p>		
Time Commitment	Initially, eight hours per week.	Length of Term	One-year contract with six-month probationary period.
Participation Group	Working with administrative volunteers, parish members, contractor and businesses, and the general public.		
Support, Supervision and Training	<p>Direct supervision of this ministry is by the Rector and Treasurer.</p> <p>The person in this ministry supervises administrative volunteers.</p> <p>Training is provided by the Rector, Treasurer, and others as needed.</p>		
Boundaries and Limitations	<p>Diocese of Niagara Policy for Working with Vulnerable Persons protects those who are vulnerable and those who work with them.</p> <p>Strict adherence to confidentiality agreement, privacy policy, and good judgement in applying the same.</p> <p>This ministry description outlines the limits of this ministry responsibility.</p>		

Risk Assessment		
Risk Type	Description	Assessment
Participation and Supervision	General public, parish members, administrative volunteers, which may include vulnerable persons.	High
Setting	Often in isolated settings.	High
Nature of Relationship	Administrative support, supervision of others.	Medium
Degree of Authority	Some perceived authority.	Medium
Physical Safety	Low risk to physical safety. At times alone in the building.	Medium
Financial	Little contact with cash, however, significant involvement with finances through bookkeeping, entering of financial transactions, and writing of cheques.	High
Privileged Information	Frequent access to privileged and private information.	High
Damaged Reputation	Moderate of damaged reputation due to false accusations.	Medium
Key-Holder	Key-holder and access to keys.	Medium
Risk Level Assessed	High	

Screening Requirements			
✓	Training is required.		Training is offered, but not required.
✓	Interview is required.	✓	References are required.
	Police Records Check (PRC) is required.	✓	PRC with vulnerable sector screening required.
✓	Volunteer Registration Form completed. (Must be completed if interview, PRC, and/or references are required.)	✓	Signed statement regarding ministry description required.
✓	Signed statement regarding confidentiality required.	✓	Key-holder agreement required.
✓	Signed statement regarding policy on ministry with vulnerable persons required.	✓	This is a staff position.

By signing below, I acknowledge that I have read and agree to assume the duties, responsibilities and expectations as set out in this Ministry Description.

Full name (please print)

Signature

Date