

Church of Saint John the Evangelist, Hamcilton

Ministry Description

Ministry Area	Ministry Support	Position	Office Volunteer
Nature of Ministry	This ministry involves assisting the Parish Administrator in performing various administrative and clerical duties to meet the ongoing needs of the parish.		
Outline of Responsibilities	<ol style="list-style-type: none"> 1. Assist the Parish Administrator with various duties, including: <ol style="list-style-type: none"> a. Preparation printed worship materials, including prayer sheets bulletins for multiple weekly services and special services b. Receive and respond to phone messages, email and written correspondence. c. Various office tasks such as filing, ordering office supplies, reading gas meter, updating church directory, updating bulletin boards, adding items to church calendar. d. Administer schedule of worship participants and other volunteers as needed using online volunteer scheduling system. 2. Other duties as assigned by Rector and Corporation. 		
A Person Well-Suited	Will be well organized and dependable. Will be capable of working on their own. Will be friendly and welcoming. Spiritual gifts that would apply to this ministry include: compassion, diligence.		
Time Commitment	Two mornings per week as agreed upon between the volunteer and Parish Administrator.	Length of Term	A one-year commitment is requested.
Participation Group	Parish Administrator, congregation, members of public, businesses and organizations with parish business. Works closely with the Rector and other ministry staff.		
Support, Supervision and Training	Direct supervision of this ministry is by the Parish Administrator. Additional training will be resourced as needed. An annual review will be completed by the Parish Administrator and Rector.		
Boundaries and Limitations	The conduct of this ministry will be subject to the diocesan and parish policies regarding a safe church and ministry to vulnerable persons. Since the Office Volunteer will be party to confidential information and discussions, rules of confidentiality and privacy policy will strictly apply. The Office Volunteer will sign a form to indicate an intention to comply with these boundaries and limitations.		
Benefits to Volunteer	The volunteer will have the satisfaction of completing tasks that are vital to worship and other aspects of parish life. The volunteer will enjoy working closely with the Parish Administrator, Rector, and key ministry volunteers.		

Risk Assessment		
Risk Type	Description	Assessment
Participation and Supervision	Parish Administrator, congregation, corporation, members of public, suppliers, contractors and other firms working with St John's. Supervision by Parish Administrator. No supervisory responsibilities.	Low
Setting	Church office.	Low
Nature of Relationship	Administration.	Low
Degree of Authority	Low.	Low.
Physical Safety	Minimal physical risks. Often alone in the building.	Medium.
Financial	Bookkeeping, drafting cheques, may purchase supplies; no cheque signing authority; cheque and other financial controls in place.	Low
Privileged Information	Booking or witness to confidential appointments with Rector; access to confidential information,	Low
Damaged Reputation	Minimal potential.	Low
Key-Holder	Access to all areas of the church including safe room, but not safe.	Medium
Risk Level Assessed	Low-Medium	

Screening Requirements	
<input checked="" type="checkbox"/> Training is required.	<input checked="" type="checkbox"/> Training is offered, but not required.
<input checked="" type="checkbox"/> Interview is required.	<input type="checkbox"/> References are required.
<input checked="" type="checkbox"/> Police Records Check (PRC) is required.	<input type="checkbox"/> PRC with vulnerable sector screening required.
<input checked="" type="checkbox"/> Signed statement regarding confidentiality required.	<input checked="" type="checkbox"/> Signed statement regarding ministry description required.
<input checked="" type="checkbox"/> Signed statement regarding policy on ministry with vulnerable persons required.	<input checked="" type="checkbox"/> Key-holder agreement required.
<input type="checkbox"/>	<input type="checkbox"/>

I have read and agree to assume the duties, responsibilities and expectations of Office Volunteer as set out in this Ministry Position Description.

Signature

Date