

Summerland United Church
Job Description- Administrative Secretary

General Description:

In the past our church has struggled with the job description of our church secretary. We have found it almost impossible to include everything that our secretary might be required to do. This is primarily because our secretary is an informal member of our ministry team and as such is driven largely by the many varying needs of the people who come through our doors seeking solace and help.

In general terms we require a person who has the following attributes and skills:

- A desire or calling to help other people
- A detailed knowledge of the operations of our church (which we can hopefully teach you and is described in detail on our website).
- Competence with office procedures and computer systems (primarily Microsoft)
- Flexibility and common-sense to respond effectively in an everchanging environment with varying levels of supervision and backup.

Overview

The Secretary will work in confidence under the general, but not necessarily onsite, direction of our minister to maintain the church office by performing reception, clerical and secretarial duties.

The Secretary will ensure that church records are maintained; assist in the communication between persons and groups; produce weekly bulletins and Power Point worship presentations under the direction of the minister; act as a liaison person to the minister, committees, and other staff persons; and be a friendly, welcoming representative for the Summerland United Church.

Working Hours

The Secretary will work 12 hours per week, divided between Tuesday, Wednesday and Thursday, or as agreed to by the minister and the Ministry and Personnel committee. Extra hours of work if needed and approved will be compensated at the same hourly salary as regular hours and will not exceed 16 hours per week.

Areas of Responsibility

Provide liaison with those who provide services to the equipment and buildings, and to those groups using the facilities.

- Schedule use of the church facilities, caretakers, and notify other relevant staff of any special needs of users.
- Produce weekly Sunday bulletins and Power Point presentations under the direction of the minister or worship leader.

- Order and maintain office supplies.
- Maintain membership records and coordinate them with the Community and Social Committee.
- Maintain the office filing system.
- Write receipts for payments, individual donations, or church user groups.
- Keep records of church building keys.
- Complete annual statistic forms that apply to church activities.
- Other tasks as assigned and deemed appropriate by the Minister, Ministry and Personnel Committee or the Church Council.

Requirements for The Position

- Office experience
- Computer literacy – Internet and Microsoft Office products
- Ability to operate related office equipment
- Knowledge of office procedures
- Above-average oral and written Communication skills
- Organizational abilities
- Ability to prioritize
- Ability to work independently
- Problem solving skills
- Comfortable with the Christian tradition
- Compatible with the culture and goals of the United Church

Working Conditions

- General and specific supervision provided by the Church minister.
- Ministry and Personnel Committee will conduct performance reviews and deal with any employment issues or problems.
- Salary will be set each year by the Church Council.
- Statutory payroll deductions will include Employment Insurance, Income Tax and Canada Pension Plan.
- Paid holiday time is 2 weeks after 12 consecutive months of employment and 3 weeks after 5 consecutive years, taken at a time of mutual agreement.
- Statutory holidays with pay include Good Friday, New Year's Day, Canada Day, Remembrance Day, and Christmas Day, if they fall on one of the usual working days.

Terms of Employment

Employment begins with a three month probationary period to enable the employer and employee to assess the job situation.

Unless dismissed for just cause, written notice will be given for termination of the agreement by either party, (one week notice up to a year of employment, 2 weeks after one year, 3 weeks after 2 years, etc. according to the Employment Standards Legislation).