

## **Community Church Administrator**

Part-time (20 hours). Expectation of every weekday morning, plus Sundays as required  
Position available immediately.

Waterdown Community Church is in the Flamborough area. This position will require grace under pressure, the ability to manage multiple tasks and the willingness to joyfully embrace the vision and values of the greater church. This individual will report to the Lead Pastor.

### **A. General Responsibilities of all Staff**

- Honour Christ in word & deed and model a theological, spiritual, and missional lifestyle
- Maintain and model a servant attitude
- Approach ministry with a teachable spirit and a collaborative mindset
- Demonstrate a friendly and welcoming disposition

### **B. Office Administration**

- General receptionist duties, i.e.: answer phones, monitor voicemail and info-email account to respond or redirect as appropriate, collect mail
- General office administration - printer, postage, key/password logs etc
- Compile annual church report (ACLR) for the PAOC & WOD
- Maintain storage log to manage content and location of physically stored items
- Manage church calendar via Planning Centre
- Produce Hub update (weekly newsletter)
- Assist with building rentals and communication with renters
- Open building on Sundays (as needed)
- Provide support in organising the AGM
- Attend and contribute to weekly staff meetings
- Any other responsibilities the Lead Pastor delegates

### **C. Ministry & Membership Administration**

- Manage member and adherent information through our church management software, Planning Centre
- Keep an up-to-date membership roll through annual partnership forms
- Assist with Plan to Protect records, forms, vulnerable sector checks, etc.
- Oversee visitor information to be directed to Lead Pastor each week
- Advise Lead Pastor of prayer needs
- Oversee scheduling of volunteers
- Manage welcome desk and greeters, recruit, and train volunteers in these areas
- Provide support for Ministry events as needed

### **D. Building Administration**

- Identify building needs (interior & exterior) and work with volunteers, staff, and contractors to administer solutions in a timely fashion
- Coordinate and oversee spring clean-up and winter maintenance
- Maintain a list of members with construction/building related skill to assist with repairs, maintenance and future planning regarding the church building and exterior property