

DETAILED POSITION DESCRIPTION: OFFICE MANAGER/ADMINISTRATION (PARTTIME (20 HRS WITH BENEFITS))

GOWER STREET UNITED CHURCH

POSITION SUMMARY

This position is under the supervision and direction of the Ministry and Personnel Committee of Gower Street United Church, which reports top the Church's governing Board; day-to-day direction and supervision is by the lead Minister. The Office Manager position ensures that the office tasks related to the Church's ministry are implemented in an efficient and effective manner.

This position works closely with the ministerial staff of Gower. Many of the position tasks require considerable interaction and mutual support. It is essential that this interaction is carried out with mutual respect and understanding.

Currently the position of Office Manager involves four main areas of responsibility, which are not mutually exclusive:

- 1. *Office Manager***
- 2. *Finances & Bookkeeping***
- 3. *Administrative Support***
- 4. *Supervisor***

POSITION TASKS

The duties incumbent in these areas of responsibility include but are not limited to the following:

OFFICE MANAGER

- Convey to the ministerial staff or other appropriate persons information concerning the life and work of the church. (e.g. pastoral care concerns);
- Oversee the operations of the office;
- Maintain a calendar of church events and building usage, scheduling rooms for meetings and events for the Board and Committees, as requested, both in the office and on the Gower website;
- In consultation with the Ministry Team support the updating and maintenance of the website weekly;
- In concert with the Ministry and Personnel Committee, prepare and submit funding applications to Provincial and Federal programs for summer students; train and supervise these students as required;
- Attend to correspondence and printed material requests of minister(s) in a timely manner;
- Facilitate the purchase of office equipment and software and other supplies necessary for the smooth operation of the office;
- Liaise with external entities regarding smooth operation of office equipment (i.e., photocopier, postage meter).

FINANCES & BOOKKEEPING

- Supervise counters and ensure that bank deposits pertaining to contributions received during services and by mail are completed;
- Using the PowerChurch program, keep accurate records of contributions and send out third-quarter and end-of-year tax statements;
- Provide financial reports to the Treasurer and Finance Committee upon request;
- Maintain and record all benevolent and petty cash expenses.

- Administer “In Memoriam” funds including maintaining records, provision of receipts when required and advising appropriate parties of donations. (e.g., Gower Band, family members of deceased);
- Ensure the proper storage of past financial files/records as required;
- Ensure the proper shredding of past financial files/records as required;
- Administer all financial requirements relating to invoicing, reimbursements and collection of monies (wedding fees, rentals, services rendered, ticket sales, etc.);
- Ensure that all financial matters are kept confidential and financial documents are kept secure;
- Provide church statistics to UCC as required;
- Copy and distribute bank and other information to the Chair and members of the Trustees;
- Upon receiving contracts from the person responsible for the rentals, ensure that any required deposits are collected and subsequent invoices are generated.

ADMINISTRATIVE SUPPORT

- Receive and assist callers and visitors to the church office in a prompt, sensitive, and cordial manner;
- Coordinate and facilitate the production and printing of the Annual Report. Lay out the Reports when required. Ensure the Annual Report files are correctly formatted and posted to the website, and file paper copies accordingly.
- Support the production and printing of the quarterly Newsletter with the Ministry Team and Communications committee, ensure newsletter files are correctly formatted and posted to the website and paper copies filed accordingly
- Coordinate and /or facilitate tours for the church, contacting volunteers as required;
- In collaboration with the minister(s), assist with formatting Sunday worship bulletins, including large print for the visually impaired. In addition, prepare seasonal and special bulletins as required;
- In collaboration with the minister(s), prepare and produce What’s Up at Gower, format for distribution when required and update the website accordingly. In addition, prepare seasonal and special e-mail blasts when required;
- Print, fold & assemble bulletins, with aid from volunteer(s) when available, as required. Monitor quantities required on a seasonal basis;
- Send out bulletins and announcements to those who have requested them on a weekly basis;
- Organize and maintain an efficient filing system – electronic and hard copy;
- Arrange for transfer of appropriate files and other materials to the church archives;
- Assist with the typing and copying needs of Board, Committees and group members as requested (e.g. minutes of meetings, tickets, etc.);
- Process and distribute incoming and outgoing mail;
- Process and submit all required documents for marriages to Vital Statistics;
- Ensure that all office equipment is in good working condition and that all routine office supplies are replenished;
- Ensure the office environment is kept clean and organized;

SUPERVISOR

- Recruit and supervise volunteers from the congregation for various projects;
- Provide training and supervision to volunteers and summer students in the use of office equipment (telephones, copiers, scanners), computer programs (Word, PowerChurch, Constant Contact, Canva) and general office procedures and protocol;
- In conjunction with Worship and Sacraments Committee, maintain accurate, up-to-date records of all members and adherents of the congregation for purposes of contacting, visiting and supplying church envelopes;
- Maintain and attend to requests for accurate records of baptism, marriages, confirmations, deaths, transfers of membership and candidates for ministry;

OTHER DUTIES

- Attend to other duties as requested by Ministry & Personnel Committee and arrange for volunteers to help implement these duties when required.

SUPPORT AND ACCOUNTABILITY

- Be available to meet with minister(s) upon request concerning information pertaining to weekly work schedule;
- In consultation with the minister(s), to arrange with Ministry and Personnel Committee requests concerning overtime, medical and dental appointments, sickness, holidays, funerals, etc.

SALARY

\$19.50 per hour.

HOURS OF WORK

A working week for a part time office manager is considered to be 20 hours. Compensating time (1 hour overtime = 1 hour compensating time) to be granted for mutually agreed upon overtime.

BENEFITS

Health, Dental, and Life Benefits, as well as the Employee Assistance Program, through the United Church of Canada Benefits Centre.

Enrolment in the United Church of Canada Pension Plan.

SICK LEAVE

Consists of one day a month in a given year. Absence from work for five consecutive working days requires a doctor's certificate. Sick leave credits do not accumulate from year to year.

ANNUAL LEAVE AND STATUTORY HOLIDAYS

After a twelve month period of work, 10 working days of ANNUAL LEAVE will be granted. After three years 15 working days will be granted, and after 5 years 20 working days. If an employee leaves before completing a year's employment, vacation pay will be granted according with provincial standards.

The following is a list of paid holidays for staff:

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| New Year's Day | St. George's Day | Regatta Day | Christmas Day |
| St. Patrick's Day | Victoria Day | Labour Day | Boxing Day |
| Good Friday | Discovery Day | Thanksgiving Day | Orangemen's Day |
| Easter Monday | Canada Day | Remembrance Day | Indigenous Day |

All other employment concerns will be clarified by the Ministry and Personnel Committee as required.