

**Position Description
Office Administrator
Northlea United Church**

At Northlea United Church we encourage one another as we:
Love God. Connect with others. Nurture the spirit. Serve the world.

The people of Northlea United Church seek to work together to help one another do things which are consistent with our Mission. We strive, through a mission-driven organizational structure, to show a high degree of collaboration, initiative and creativity. We seek to enable members and others associated with the congregation to do meaningful things together that are an expression of our faith, our life together, and our commitment to Northlea's Mission.

The staff members at Northlea United Church work within their areas of responsibility to enable and equip the congregation to fulfill its mission and to work in the spirit of our Mission Statement. Staff members are expected to contribute to, and work in the spirit of, this collaborative approach to shared ministry in accordance with the attached Behavioural Covenant.

Church Life and General Overview

- Facilitate correspondence/communication among congregation, staff, Council, community and the United Church of Canada. Directing/answering questions.
- Provide administrative support to the Minister, Music Director, Facility Manager, Cool Church Coordinator, Youth Coordinator and Council.
- Support Council in preparation of Annual Report.
- Attend and participate in weekly staff meetings.

Communication

- Maintain and update website on a regular basis.
- Keep the Calendar of events up to date on the Website. Work cooperatively with the Facility Manager to coordinate the use of church space.
- Collect weekly announcements for Sunday bulletin and NewsBites. Promote events in the community as required. Do outside sign when needed.
- Prepare weekly NewsBites for the church.
- Maintain bulletin boards.
- Answer phone, emails and direct calls as needed.

Book Keeping

- Maintain Quick Books – enter givings, receivables, payables, cheques, etc.
- Liaise with Treasurer regarding Payroll, Banking and PAR.
- Produce cheques, get them signed, and distribute cheques.
- Make sure supplies are available – banking deposit books, cheques, PAR forms, etc.
- Support the Treasurer in developing the annual budget.
- Prepare annual tax receipts.
- Invoice outside users; collect payments

General Administration

- Maintain records for Payroll, PAR, meeting minutes, membership lists, and statistics on funerals, weddings and baptisms.
- Assist in writing up and following up on Eventstarters as needed.
- Support Minister and Facility Manager with funerals and weddings as required.
- Produce bulletins for worship; post on website.
- Renew contracts for websites, email servers.
- Supervise sign-up sheets for Sunday Morning Ministries.
- Maintain office equipment and supplies as needed.
- Support Minister and Council in producing annual appeal letters.