



# Ancaster Christian Reformed Church

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**OUR VISION:** *"To Be a Spirit-Filled Community of Christ-Centred Worship and Witness"*

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## **Administrative Assistant – Full-Time**

Hours of Work: (35 hours per week – salaried)

Monday – Friday: 8:00am to 3:00pm

### **Primary Focus**

To provide administrative support to ensure that general operations are maintained in an effective, up to date manner, providing support to the pastors, committees and council as required. The Administrative Assistant will also be responsible for receptionist duties and preparation for Sunday worship services.

### **Tasks and Responsibilities**

#### **Ministry**

To gather and empower members with the gift of skilled service and volunteerism to carry out specific tasks. To represent the welcoming and enfolding presence of the Ancaster CRC to the community. To be an ambassador of the Ancaster CRC for visitors and guests to come by the church during the week.

#### **Membership Records**

1. Maintain a record of all members.
2. Receive and send out official membership certificates and record the same.
3. Obtain information and prepare electronic certificates of baptism and profession of faith and print copy.
4. Maintain Pastorate Lists on Bulletin Board by Fellowship Hall. When receiving new membership, determine pastorate assignment.
5. From updated membership records, submit information to printer/sponsor for Classis Church Directory each year. Information is also to be proofread and returned as requested. (completed in early fall of each year)
6. From updated membership records, prepare and submit statistical information for the Synodical Yearbook as requested by the CRCNA.
7. Supply ward elders with current welcome package for all new members.
8. Admin Assistant to supply Budget envelopes and Denominational shares envelopes for new members.
9. Supply new members with a mailbox, current church directory, and a current picture directory.

10. Print queries from database for other staff or team members when requested.

### **Council/Consistory related duties**

1. Distribute agendas for meetings as requested by the Clerk.
2. Prepare Council Prayer Bookmark
3. Copy, and electronically file minutes of meetings, as submitted by the Clerk.
4. Ensure that all correspondence for Council goes through the clerk for approval first, before being distributed.
5. Collect information and prepare congregational meeting packages to be in mail slots two weeks before scheduled meeting

### **Committee related duties**

1. All committees will be asked to submit electronic copies of their meeting minutes.
2. Save one copy of all the electronic minutes to the hard drive.

### **Pastoral Staff related duties (Includes Lead Pastor, Pastor of Faith Formation, Children and Youth Director)**

1. Do all routine administrative work as requested by the pastoral staff
2. Type all correspondence/reports as needed and maintain files per Pastoral staff directions.

### **Church Facilities**

1. Maintain two planning calendars' in church office indicating usage of church's facilities, including regularly scheduled society/committee meetings, church rentals, and special events.
2. Process rental applications according to Rental Policy and Procedures, ensuring that the custodian receives a copy of every application.

### **Sunday Service Bulletin Preparation**

1. Collect information, as received and file for future bulletins.
2. Prepare, print and fold weekly bulletins (including any special services).
3. Send "Insert" information in weekly (by Thursday noon).
4. Maintain a file of past bulletins (including inserts and any other special inserts) for the current calendar year.
5. Prepare overhead songs of praise songs and order of service (15).
6. If necessary, download songs for PowerPoint CCLI website.
7. Prepare PowerPoint slides with responsive readings and songs.

### **Funeral and Memorial Services**

1. Administrative Assistant to use a checklist to ensure each committee member knows what tasks need to occur

### **Safe Church**

1. Keep an accurate record of who is in compliance, maintaining those records, and recording attendance
2. Following up when names were missing on the attendance sheets and contacting group leaders when attendance sheets were not completed at all

### **Recording Secretary**

To provide administrative support to council. The Administrative Assistant will be expected to attend meetings of Council and to record minutes.

1. Record minutes at Council and Congregational meetings, but not Consistory or Deacons.
2. Confidential record keeping and other administrative duties deemed necessary for the position.

### **Mail**

1. Check outdoor mailbox and office mailbox daily or as needed and sort and distribute all mail to person specified. If no person is specifically named on the envelope, open the mail and determine required routing.
2. Check e-mail daily.

### **Monthly Newsletter:**

Publication of the monthly newsletter. A good understanding of desk top publishing is an asset.

### **Miscellaneous**

1. Address general inquires from staff or other members
2. Provide services for church groups as approved by Ministry Council or Committee of Administration, and as time allows. Each committee responsible for ordering their own materials
3. Alphabetize mailbox tags to include new members.
4. Order office supplies and materials as needed / required.
5. Arrange for office equipment to be serviced on an ongoing basis or as required.
6. Maintain files of minutes for all committees on a "Council" year basis. At the end of each year (July), archive that year's files and set new files for the upcoming year.

7. Ensure that congregational meeting materials are distributed to the entire congregation at least two weeks before the meeting.
8. Keep bulletin boards and the table in the front foyer updated and current.
9. Copy keys for those who have requested them (chairs of committees), and file key contracts.
10. Cyber Security - Maintain access list for those who have the church WiFi password
11. Answer phones courteously and direct calls to proper person. Check the messages on the machine and deliver or follow up as required. Ensure night line is on when leaving and off when returning.
12. When notified of a birth, make contact with congregation contact prior to baptism so a rose will be ready for the service.

**Skills and Abilities Required for Candidate**

1. Have excellent administrative skills to complete a wide range of clerical tasks.
2. Excellent computer skills and familiarity with church software is a necessity
3. Must be capable with computers and various software knowledge/ability to learn.
4. Have solid communication skills in dealing with staff and all ministries, groups and individuals using the facilities of Ancaster CRC.
5. Have administrative and budgetary skills for ministry to function effectively.
6. Be gifted with good interpersonal skills, and the ability to be an ambassador of the church.

**This will include dealing with sensitivity in all matters which are entrusted to you and maintaining total and complete confidentiality.**

To apply: Please send your resume outlining applicable qualifications to Wendy Vording at [wjv21@hotmail.com](mailto:wjv21@hotmail.com) no later than June 8, 2018.

Only those candidates selected for an interview will be contacted.