

Georgetown Christian Reformed Church

Office Administrator Position Description

TITLE: Office Administrator

REPORTS TO: Council Executive

PRIMARY PURPOSE

This position requires working closely as a team with the pastor(s), recording clerk of the Council Executive and Pastoral Council to provide a full range of administrative, clerical, and coordination services to facilitate the smooth functioning of church activities.

ESSENTIAL FUNCTIONS

- General receptionist duties including but not limited to:
 - (a) Answer and direct phone calls and emails
 - (b) Welcome and assist visitors
 - (c) Open and distribute church related mail
 - (d) Photocopy and distribute church related material and/or email, as needed.
 - (e) Prepare, copy and distribute Council packages and/or email as needed.
 - (f) Schedule technicians to repair church office equipment
 - (g) Manage church mail slots – includes church material, CRC denomination, HHCS, TDCH, etc.
 - (h) Organize and maintain a calendar for the pastor(s) and church activities

- Computer Work:
 - (a) Type documents/letter for pastor(s), church-school leaders and any other church related organizations
 - (b) Prepare and print weekly church bulletin and/or email, as needed
 - (c) Publish/print monthly “Crossroads” or distribute by email
 - (d) Update GCRC website, as needed
 - (e) Update GCRC Ministry schedule on Google Drive, as needed

- Generate/coordinate, type/distribute the following schedules
 - (a) Hall monitor schedule
 - (b) Greeters schedule
 - (c) Coffee Host schedule
 - (d) Library schedule *
 - (e) Council Service schedules *
 - (f) Elder’s District lists *
 - (g) Update Council Manual, with guidance from Council Executive

* **NOTE:** These tasks are currently being done by the Treasurer who will continue to do them. They will only become the responsibilities of the Office Administrator should the Treasurer be unable to do them.

- Book guest ministers as required.

- Solicit congregation for volunteer Bible readers when required.
- Together with congregational prayer scheduler, maintain a schedule of congregational prayer volunteers.
- Book, invoice/receive and verify payments for church rentals after review and approval by two GCRC Executive members. Notify audio, video, projection and elevator lift personal if they are required.
- Purchase church coffee, sugar, cream, juice, tea, filters etc.
- Maintain office supplies
- Together with the clerk, maintain minutes and records of all committees and council, as well as church policy documents.
- Assist with making phone calls as requested by either council or the pastor(s).
- Maintain a tidy work space.
- Attend weekly Communications Committee meetings with office staff and Children & Youth Discipleship Director.
- When a decision is made by the chair of council and the elder of service to cancel a worship service due to inclement weather or for some other reason, the office administrator is to put an update message on the phone system, and to send out a last-minute mass e-mail notifications to members.
- Other things as may be directed by Council.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Must be organized, detail-oriented, self-motivated and self-directed
- Must have excellent communication and interpersonal skills
- Must be able to multi-task and have priority-setting skills
- Must be friendly and be able to keep confidential all sensitive matters pertaining to members of the congregation and/or council members
- Must be able to maintain professional manner as she/he will be the first person a stranger may meet
- Must be sympathetic to those in need and forward requests to the appropriate entities

MINIMUM QUALIFICATIONS

- Experience in an office environment
- Proficient in the use of computer software, including Microsoft Word and Excel
- Possess general office skills (computer literate, with good typing skills, ability to operate office equipment)
- Ability to update church website

HOURS OF WORK AND REMUNERATION

- Hours of work: 9:00 am – 12:00 pm – Monday to Friday (with an additional 4 hours if required which can be fit in where needed). Any hours, in an addition to this, need to be authorized by the Council Executive.
- An hourly wage will be paid for hours worked. Vacation pay will be 4% - or two-weeks paid vacation. Statutory holidays will be paid (3 hours) at regular rate.
- If unable to come into work, the pastor is to be contacted.

April 2022