

**Church Office Administrator Position Job Description
Grace Memorial Baptist Church
Fredericton, New Brunswick**

February 2019

Position to begin in August, 2019

Introduction

The mission of Grace Memorial Baptist Church is building a community of faith. The congregation is both multigenerational and multicultural, with a belief that we can all work, learn, and grow together to foster closer relationships with God. There is a diverse variety of ethnic backgrounds represented, including a variety of Asian cultures, with a wide spectrum of age groups attending. The average weekly attendance on Sunday is 150 individuals, with the majority being seniors. The governance structure of our church consists of individual Ministry Teams reporting to the Pastor, who reports to the Leadership Board. The Board is then accountable to the Congregational Assembly, with the church membership having final authority.

Our weekly worship services have a traditional style with a contemporary feel. With regards to our communications within the congregation and the general public, we strive to keep everyone informed and continue to modernize our media platforms. We are seeking a dedicated and hard working individual who works well with others and possesses the skills necessary to excel in this very important role.

This position of church office administrator serves a crucial role at this church, both as an initial point of contact for visitors and as the coordinator/organizer of the day to day functions in the building. The church office administrator reports to the Senior Pastor and will work with the pastors of the church and other staff to further the churches ministries.

Responsibilities

Daily Responsibilities

- Being the primary point of contact for those visiting the church.
- Work closely with pastors and staff to continue the work of the church and its ministries.
- Maintain the daily function of the church office, including but not limited to:
 - Answering telephone calls, e-mails and in-person requests
 - Provide administrative assistance to the church pastors, staff and ministry teams.
 - Process requests for benevolent assistance, dispensing funds within discretionary amount, and consulting with the pastors and benevolent treasurer on amounts exceeding that amount.
 - Sort and distribute mail
 - Maintain office equipment and supplies
 - Call for service when needed
 - Order office/church supplies as necessary.
 - Schedule rental/use of the church facilities and arrange for security, sound and janitorial requirements.
 - Process invoices and various payments to the church.
 - Manage office petty cash and report use to Treasurer
 - Order materials/supplies at the request of ministry teams.
 - Monitor exterior security cameras

Weekly Responsibilities

- Prepare weekly bulletin and events notice.
- E-mail bulletin and weekly events to congregation.

Ongoing Duties

- Secondary card-holder for the church Visa
- Update and maintain church website and online calendar content, Facebook and other social media accounts.
- Maintain church telephone directory and email list.
- Write the church office report for the annual report
- Design and produce promotional materials
- Prepare mailings
- Compile the annual church report.
- Manage church keys and maintain record of current keyholders

Church Clerk

- Record and keep a file of minutes for all congregational meetings
- Write the church clerk report for the church's annual report
- Manage membership transfers (both in and out) and update the membership list accordingly.

Requirements

- A commitment to following Jesus Christ
- Expected to be or become an active member of Grace Memorial Baptist Church
- Speak and write English, other languages would be a benefit.
- Be a discerning individual and able to keep confidential information.
- Able to work with co-workers and with the public.
- Working knowledge of office and publication software
 - Microsoft Office
 - Power Point
 - MediaShout
- Prior experience with office administration a benefit.
- Familiar with web site technologies and platforms, especially
 - Wordpress
 - Facebook
 - Twitter
 - Google Calendar
 - YouTube, Handbrake

Hours, Salary, & Benefits

- 28 hours per week
- Hours are 8:30am – 4:00pm Tuesday to Friday
- Salary to be negotiated based on skills & experience
- Options for Medical Benefits, Group Insurance, and Pension Plan

Please send cover letter and resume by email, preferably as a single PDF document, to gmbcjobopening2019@gmail.com or mail to Grace Memorial Baptist Church, 536 Northumberland Street, Fredericton, NB, E3B 3K8.