

JOB POSTING

Church Administrator/Property Manager

for The Donway Covenant United Church

All Applicants must be willing and comfortable working within a Christian environment that is a fully inclusive community where all are welcome, respected and cared for equally regardless of race, colour, age, gender identification or sexual orientation.

Role:

Responsible for the daily organization and administration of the church, providing communicative and administrative support for the Minister and working with church staff, volunteers and tenants.

Candidate must be able to produce a current and clear Police Records Check before final hiring.

For job description please go to our website at www.donwaycovenant.com

Please include a cover letter with your resume and either mail to: The Donway Covenant United Church, 230 The Donway West, Toronto, ON M3B 2V8, Attention: Andrea Sloan

or email to: andrea_sloan@rogers.com.

Closing date for applications: February 8, 2019.

Interviews: The week of February 11, 2019.

**The Donway Covenant United Church
December 2018**

Church Administrator/Property Manager for Donway Covenant United Church

Accountability

The Church Administrator is accountable to the Church Council through the Stewardship Committee, with support from the Ministry and Personnel Committee. This person is responsible for working collegially and often in confidence with the Minister and other Church staff, elected representatives of the congregation, the congregation and members of the public. The Church Administrator understands and supports that we are an “Affirming Congregation,” as recognized by the United Church of Canada.

Overview

Acts as the “face of the Church” with the general public in formal and informal settings.

Performs designated communicative and administrative functions in support of the various committees and ministries of the Church.

Provides communicative and administrative support for the Minister and other staff members of the Church.

Promotes the reputation and essential work of the Church.

Manages the day-to-day operations of the Church office and property.

Supervises day-to-day building operations as directed by the Stewardship Committee.

Attends staff meetings as scheduled by the Minister.

Reception

Maintains hours necessary for operating the Church office as directed by Stewardship Committee/ Ministry and Personnel Committee.

Greets/attends to all persons who visit the Church office.

Deals appropriately with inquiries by mail, email, telephone or in person.

Ensures all inquiries/concerns etc. are forwarded to the appropriate person/Committee where necessary.

Communication

Inputs, produces, and mails when required: Worship bulletins, newsletter, church directories, reports and any other material as required by the Minister to support the Minister's work at the church.

Attends, records and produces minutes of Church Council, and Stewardship Committee Meetings (one evening per month), and occasional Sunday Congregational meetings.

Communicates pastoral care needs to Minister and the Chair of Pastoral Care.

Maintains church records on membership, baptisms, marriage and funerals.

Co-ordinates the completion of the annual statistical reports per denominational requirements.

Programs electronic church roadside sign.

Utilizes photocopier machines ensuring appropriate use.

Updates website monthly.

Financial

Manages the congregation's financial management system and works with the Church Treasurer to ensure all records and reports are accurate and available to Council and Committees as required.

Approves routine admin expenses within approved budgets in consultation with the Treasurer.

Prepares cheques for payment of invoices and maintains appropriate records.

Orders office supplies, bulletins, cleaning supplies, etc. and records expenditures.

Identifies expenditures which require Committee/Council approval.

Maintains non-routine expenditures.

Maintains rental income data sheets.

Property Management

Communicates building concerns/observations to Stewardship Committee by means of the Job Task List and ensures tasks are completed.

Oversees the scheduling and work of the cleaning staff.

Under the direction of the Stewardship Committee oversees contracted services including building repair, maintenance of equipment/mechanical components, maintenance of grounds etc.

Oversees the safety equipment (fire extinguishers, first aid kits etc.) ensuring all are kept current according to regulations and Fire Code by means of established

check list.

Maintains and upgrades (within approved budget) church audio-visual and IT equipment.

Administers the church rental/leasing program (including adherence to contract terms, invoices, etc.) managing tenant relations and inquiries in co-operation with the Church Leases Co-ordinator and drafts lease agreements with new tenants in consultation with the Stewardship Committee.

Assists the Leases Co-ordinator in identifying other rental opportunities.

Maintains a calendar of facility use by all groups. Refers any conflicting requirements to Church Committees/Council when necessary.

Monitors sanctuary, building and grounds for cleanliness.

Assist Stewardship Committee by contacting contractors for quotes.

Updates Stewardship Job Task List.

Required Skills and Qualities

Supports the Church's mission and vision statement.

Demonstrates a very high degree of tact, integrity and judgement.

Has highly developed communication skills and ability to work with staff and congregation on various projects.

Has a high degree of accuracy and ability to time manage.

Has the ability to work unsupervised setting priorities, meeting deadlines etc.

Has the ability to handle a busy environment with competing deadlines/pressure.

Has knowledge of basic accounting principles and facility with figures and calculations.

Has the ability to monitor budgets.

Has the ability to maintain and augment established filing system.

Has a Keyboard speed of 50 wpm.

Has strong computer literacy ... including proficiency in Microsoft Word, Excel and Publisher, MSN Calendar, Internet and related communication tools. Ability to become proficient with church related software such as PowerChurch.

Knowledge of/or ability to learn Adobe InDesign and Adobe Contribute for layout work and website updating.

Has basic knowledge of privacy legislation.

Willingness to undergo initial police check and periodical follow up police checks as required for those working with children and vulnerable persons.
