

Summerland United Church
Job Description- Administrative Secretary

General Description:

In the past our church has struggled with the job description of our church secretary. We have found it almost impossible to include everything that our secretary might be required to do. This is primarily because our secretary is an informal member of our ministry team and as such is driven largely by the many varying needs of the people who come through our doors seeking solace and help.

In general terms we require a person who has the following attributes and skills:

- A desire or calling to help other people
- A detailed knowledge of the operations of our church (which we can hopefully teach you and is described in detail on our website).
- Competence with office procedures and computer systems (primarily Microsoft) including Power Point.
- Flexibility and common-sense to respond effectively in an ever changing environment with varying levels of supervision and backup.

In specific terms we require understanding the Administrative Secretary's sole focus is the operation of Summerland United Church during scheduled work hours.

Overview

The Secretary will work in confidence under the direction of our minister to maintain the church office, providing reception, clerical and secretarial duties in keeping with church activities.

The Secretary will ensure that church records are maintained; assist in the communication between persons and groups; produce weekly bulletins and worship Power Point presentations under the direction of the minister; act as a liaison person to the minister, committees, and other staff persons; and be a friendly, welcoming representative for the Summerland United Church

Working Hours

The Secretary will work 12 hours per week, divided between Tuesday, Wednesday and Thursday, or as agreed to by the Ministry and Personnel committee. Extra hours of work if needed and approved by the Ministry and Personnel committee and will be compensated at the same hourly salary as regular hours and will not exceed 16 hours per week.

Areas of Responsibility

Provide liaison with those who provide services to the equipment and buildings, and to those groups using the facilities.

- Schedule use of the church facilities, caretakers, and notify other relevant staff of any special needs of users.
- Produce weekly Sunday bulletins and Power Point presentations under the direction of the minister or worship leader in a timely fashion to be electronically sent on Thursday.
- Generate volunteer lists for greeters, ushers and scripture readers and circulate to those have indicated interest.
- Organize and maintain office supplies.
- Maintain membership records, congregation lists and contact information and coordinate them with the appropriate committees.
- Organize and maintain the office filing system.
- Write receipts for payments, individual donations, or church user groups.
- Keep records of church building keys.
- Complete annual statistic forms that apply to church activities.
- Other tasks as assigned and deemed appropriate by the Minister, Ministry and Personnel Committee or the Church Council.

Requirements For The Position

- Office experience
- Computer literacy – Internet and Microsoft Office products
- Ability to operate related office equipment
- Knowledge of office procedures
- Communication ability, both oral and written
- Organizational abilities and an ability to complete tasks on time

- Ability to prioritize
- Ability to work independently
- Problem solving skills
- Comfortable with the Christian tradition
- Compatible with the culture and goals of the United Church
- Ability to manage multiple demands on your time

Working Conditions

- Minister will supervise on a daily basis.
- Ministry and Personnel Committee will conduct performance reviews and deal with any employment issues or problems.
- Salary will be set each year by the Church Council.
- Statutory payroll deductions will include Employment Insurance, Income Tax and Canada Pension Plan.
- Paid holiday time is 2 weeks after 12 consecutive months of employment and 3 weeks after 5 consecutive years, taken at a time that has been mutually agreed .
- Statutory holidays with pay include Good Friday, New Years Day, Canada Day, Remembrance Day, and Christmas Day, if they fall on one of the working days (ie: Tuesday through Thursday).

Terms of Employment

At the start of employment a three month probationary period is scheduled to enable the employer and employee to assess the job situation.

Termination of Employment

Unless dismissed for just cause, written notice will be given for termination of the agreement by either party, (one week notice up to a year of employment, 2 weeks after one year, 3 weeks after 2 years, etc. according to the Employment Standards Legislation).

January 2023

Employment Agreement

This is an employment agreement between the Council of Summerland United Church hereafter called "The Council" and _____ hereafter called the Administrative Secretary. Whereas the Council on the recommendation of the Ministry and Personnel Committee of Summerland United Church, agree to engage the professional services of _____ as the Administrative Secretary of the Summerland United Church. The Council and the Administrative Secretary agree as follows:

The professional services of the Administrative Secretary shall be continuous from the date signed with employment review yearly. The regular probationary period will be three months.

The Administrative Secretary will be paid at the hourly rate of \$ _____ which will include mandatory employee deductions of Employment Insurance, Canada Pension Plan and Income Tax as required by Government of Canada. Remuneration will be payable on or about the 31st of each month.

The services of the Administrative Secretary shall consist of those outlined in Duties of the Administrative Secretary. (attached)

I, the undersigned, agree with the terms and conditions of this employment agreement, and the duties outlined in the attached document titled Duties of Administrative Secretary.

Signed this _____ day of _____ 202

Administrative Secretary

_____ Witness _____

The Council Member

_____ Witness _____