

**Parish of Christ Church, Amherst
Anglican Diocese of Nova Scotia & Prince Edward Island**

Application Form

Page 1 of 2

Note re Privacy of Information: *The information collected on this form is for Christ Church Amherst use only. It will not be shared with or sold to any groups or organizations, and it will be kept in our confidential files.*

This is a Position of Trust.

Note Re "Positions of Trust": *For every "Position of Trust" as defined by our insurer, you are required to obtain a Police Records Check that includes a Vulnerable Sector Check before you take up the position.*

Emergency Contact person:

Name: _____

Relationship to you (optional): _____

Phone number at which this person can be contacted

Position Sought: Parish Administrator

Following is a partial list of the skills, qualities, characteristics, etc., that are needed in order to fulfill this position faithfully and competently. (Bona Fide Occupational Requirements)

- | | | |
|---------------------------|-------------------------|------------------------------|
| 1. Discrete + Trustworthy | 4. Multi-tasking Skills | 7. Organizational Skills |
| 2. Pleasant Disposition | 5. Good Computer Skills | 8. Filing Skills |
| 3. Management Skills | 6. Decision Maker | 9. Good Communication Skills |

Your Experience:

In what ways do you think you possess these skills, qualities, characteristics? Please tell us about your paid or volunteer work, education, or other life experiences as they relate to this position and these skills, qualities, characteristics? (feel free to use a separate sheet of paper to answer)

References:

References are required, please provide us with the names and contact information for 2 or 3 references

who can tell us about your suitability for this position.

Name of Reference Relationship to you

(e.g., employer, former rector, etc.)

Contact Information

1.

2.

3.

I certify that the information I have provided in this document (pages 1 and 2) is true and complete.

Applicant's Name (please print): _____

Applicant's Signature: _____

Date: _____

Employment opportunity – Parish Administrator

Christ Church Anglican, Amherst is seeking a half- time position for a Parish Administrator. This position is for mornings, 20 hours a week. Business/secretarial training is an asset.

Skills and abilities:

Knowledge of general office practices and procedures, including Windows 10

Ability to prepare correspondence

Ability to proofread and correct errors

Ability to receive and direct telephone calls

Ability to be self motivated, and well organized,

Ability to adapt to change and short notice duties

Ability to think creatively

A full job description and application form is available from the church office at 902-667-2415 or via email.

Completed application form and resume with two references can be taken or sent to

Appointments Committee

Christ Church Anglican

PO Box 342

5 Lawrence Street

Amherst NS B4H 3Z5

Website: christchurchamherstns.ca

Email: rector@christchurchamherstns.ca

Closing date for submissions is September 28 2017

Christ Church Anglican Job Description for position of Parish Administrator

The Parish Administrator maintains a warm, welcoming, orderly atmosphere for parishioners and others who call or visit the church. Reporting to the Rector, the Parish Administrator is responsible and accountable for day-to-day coordination and implementation of administrative and business- related functions of Christ Church . Responsible for smooth, efficient operations and overall management of the parish office including coordinating, directing and executing most non-ministerial, non-finance parish operations, responding to all telephone and in-person inquiries/visits with courtesy and tact. Completes all annual, monthly and weekly tasks in an efficient and timely manner. Working closely with all church staff, volunteers, Treasurer, Wardens and Parish Council provides support services for all church operations.

1) Basic Requirements

a. Education

- i. High School diploma or equivalent**
- ii. Successful completion of a course in business/secretarial training is an asset**

b. Skills and Ability

- i. Adaptable to change and short notice duties**
- ii. Knowledge of general office practices and procedures, including familiarity with Windows 10**
- iii. Ability to prepare correspondence and reports in an acceptable format**
- iv. Ability to proofread and correct errors**
- v. Ability to receive and direct telephone calls, including taking detailed messages.**
- vi. Displays excellent problem solving and judgement skills**
- vii. Organized with good time management skills**
- viii. Able to learn and implement current church policies and procedures**

c. Suitability

- i. Ability to work in a Church environment. Knowledge of the structure and traditions of the Anglican Church is a strong asset.**
- ii. Must be discreet and trustworthy. Confidentiality is expected**
- iii. Thoroughness, initiative and interpersonal skills**
- iv. Ability to make decisions**
- v. Able to take direction from and work cooperatively with the Rector, Associate Priest, Wardens Treasurer and other parish leaders.**

2) Principle Areas of Responsibility

a. Reception

- i. Receiving church members, tradespeople, and visitors to the church**
- ii. Acting as the first contact when people telephone the church**
- iii. Checking voicemail and emails frequently**

b. General Office Work

- i. Typing/Computer Work**
- ii. Update website, facebook page and email Sunday bulletins**

1. Assist Rector and Associate Clergy as needed with correspondence and other word processing and poster design work
 2. Prepare bulletins each week and for special services from time to time
 3. Compile and submit routine and specialized reports
 4. Produce Cards, posters, brochures and other special or promotional material from time to time
 5. Other duties as assigned
- iii. Record Keeping
1. Maintaining and updating the parish list of baptisms, confirmations, marriages and funerals
 2. Keep parish lists up to date
 3. Keeping Schedules current, including care homes, Viewpoint column, church readers list.
- iv. Financial Responsibilities
1. Receive donations
 2. Produce year end receipts for income tax
 3. Provide information for the parish treasurer
 4. Changes and additions to the automatic withdrawls with the bank
 5. Ensure copy of Sunday collection information goes to the Treasurer
 6. Make deposits and list given to treasurer
 7. Pay some bills
 - 8.
- v. Booking use of Parish Hall and other rooms, including coordinating with Sexton on rentals. Liaise with Sexton and renters on particular needs
- vi. Other Duties
1. Resource and support parish committees and groups, including arranging for printing agendas and minutes, and designing posters
 2. Arrange funerals in the church, including contacting choir and altar guild and any other as necessary.
 3. Order office and church supplies as needed
 4. Pick up mail
 5. Prepare mailouts for special times and seasons, including organizing them for pickup, delivery or mail.
 6. Record monthly Special Tunes for Licensing

Conditions of Employment

- a. This is a salaried position. Salary is reviewed by Parish Council.
- b. This position is from the 1st Tuesday after Labour Day to the end of June annually.
- c. The hours are Monday to Friday , 9am to 1:00pm (some flexibility)
- d. A Police and Vulnerable Sector checks are mandatory.