

# Administrator for Mission Hills Community CRC

## Summary:

<ul style="list-style-type: none"><li>• Responsible for all administrative duties</li></ul>
<ul style="list-style-type: none"><li>• Provide support to the various ministries</li></ul>
<ul style="list-style-type: none"><li>• Provide administrative duties for the governing bodies of Mission Hills</li></ul>

## Part time position

## Reporting to Pastor

**Position Responsibilities:** (included but are not limited to, the following)

<b>The Administrator will be responsible for all administrative duties and will:</b>
<ul style="list-style-type: none"><li>• Check and reply to phone messages and emails</li></ul>
<ul style="list-style-type: none"><li>• Collect and distribute mail weekly</li></ul>
<ul style="list-style-type: none"><li>• Prepare weekly bulletins, print/fold, deliver to the church timely on Sundays</li></ul>
<ul style="list-style-type: none"><li>• Manage and maintain Servant Keeper database and keep membership information up to date</li></ul>

<b>The Administrator will provide support to the Pastor, council and AGM and will:</b>
<ul style="list-style-type: none"><li>• Prepare paperwork for membership classes</li></ul>
<ul style="list-style-type: none"><li>• Prepare paperwork for the AGM</li></ul>
<ul style="list-style-type: none"><li>• Contact Council members in preparation for Council meetings</li></ul>
<ul style="list-style-type: none"><li>• File Council and AGM minutes</li></ul>
<ul style="list-style-type: none"><li>• Fill out and submit Yearbook information for the CRCNA (yearly)</li></ul>
<ul style="list-style-type: none"><li>• Update Society Act information when necessary</li></ul>
<ul style="list-style-type: none"><li>• Work with the Safe Church team, and document/file criminal records checks, ensuring all are up to date</li></ul>
<ul style="list-style-type: none"><li>• Process membership transfers</li></ul>

<b>The Administrator will also be responsible for the following:</b>
<ul style="list-style-type: none"><li>• Updating the Bridge App</li></ul>
<ul style="list-style-type: none"><li>• Facebook page – events, announcements, directory, etc.</li></ul>
<ul style="list-style-type: none"><li>• Keeping the website current</li></ul>
<ul style="list-style-type: none"><li>• Baptism service preparations – picture frames, ensuring water is ready</li></ul>
<ul style="list-style-type: none"><li>• Plan/coordinate Church events (eg. Church camping, Guess Who’s Coming to Lunch, etc.)</li></ul>
<ul style="list-style-type: none"><li>• Preparing and acquiring items (and gifts) for special occasions and services</li></ul>

**Position requirement:**

- A public commitment to Jesus as Saviour and Lord
- A commitment to the vision and beliefs of Mission Hills Community CRC.
- Confidentiality
- Ability to view this position as a priority and as an important ministry

**Evaluation**

- Administrative Position will be evaluated by representatives of Council.

**Other Responsibilities:**

- In consultation with the Pastor assume other responsibilities that may arise

**Expectations:**

- Conduct oneself with honesty, integrity, morality and fairness
- Model the vision, mission and values as outlined in the policies manual
- Treat co-workers and volunteers with respect and dignity at all times
- Encourage by example by demonstrating commitment and dedication in all you do

**Skills required:**

- Word processing, familiar with Publisher and email programs
- Web editing
- Social Media, experience with Facebook, and/or other platforms
- Filing, both hard copy and digital