

Church Secretary Position

St. Andrew's United Church, Sudbury

Part 1: Skill Set

St. Andrew's United Church (Sudbury) is seeking applications for the part-time (21 hr/wk) position of Church Secretary.

Excellent technical skills operating computerized systems are essential. The successful applicant must have expertise in Microsoft Office Suite (Outlook, Word, Excel and Powerpoint). Familiarity with database programs would be helpful.

We are looking for someone with excellent communication and interpersonal skills, and the ability to deal effectively with confidential/sensitive information both with the congregation and the general public.

Familiarity with The United Church of Canada policies and procedures would be an asset.

A criminal reference check, recent within 2 months, is a requirement.

Part 2: Application Information

Résumés with references may be emailed to standy@cyberbeach.net.

We thank all candidates, in advance, for their interest and every application will be acknowledged.

Part 3: Job Description

Staff Support

- prepare and produce the weekly worship bulletin, announcements, and other visual resources for worship
- type and distribute correspondence
- prepare certificates (baptism, marriage, confirmation, membership, etc.)
- sort and date mail
- general clerical support for the Minister, and Pastoral Care Associate

Congregational Support

- update the historical and membership roles
- receive and receipt mid-week donations/payments (in the case of members, instead of a charitable receipt, the donation will be assigned to the member's envelope #)

- notify the Memorial and Endowment Committee of upcoming funerals and of memorial donations, and those needed for a funeral in our Sanctuary (music, reception, sound booth, etc.)
- respond to information requests made by email, phone and/or in person
- schedule church meetings on the 3rd floor
- schedule church activities located in the Sanctuary or gym/kitchen. Notify Place Administrator of schedule.
- complete the statistical section of the Annual Report
- order office supplies
- sort, date and send out mail
- file record of minutes from Church Council and Annual Meetings
- provide certified Baptism/Marriage certificates for former members
- receive and receipt requests for tickets for church event and rentals
- mail out weekly worship bulletins and sermons

Counter

- fill out vouchers for Salvation Army
- deal with requests for financial assistance using the Emergency Fund including tracking expenditures.

Hours (21 per week)

Salary:

\$17,715 per year plus an excellent benefit package