

# Administrator

ST. GEORGE'S ANGLICAN CHURCH, BURLINGTON

 St. George's Anglican Church



## ABOUT OUR CHURCH

St. George's Anglican Church, Burlington, is not your typical Anglican church, so don't let the word Anglican put you off from taking a look at this wonderful opportunity.

St. George's is part of the Anglican Network in Canada (ANiC), a group of churches that broke away from the Anglican Church of Canada 15 years ago to remain faithful to Holy Scripture and established Anglican doctrine and practices. You can read more about [ANiC here](#). We are also members of [The Gospel Coalition Of Canada](#).

The key implications are that 1) we are part of a larger denomination rather than being a stand-alone church 2) while we are a very contemporary church in form, we come from a centuries-old, rich Gospel-centred tradition of the English Reformation. The beating heart of the English Reformation sought to bring the good news of God's saving work to all people in a language and form they could understand.

St. George's Anglican Church, Burlington is a vibrant, Christ-centred church family located in Burlington, ON. We exist for the glory of God and our vision is to bring about the renewal of our city, through individuals transformed by the good news of Jesus. We value authentic community. We proclaim God's word without apology. We share the good news of Jesus with boldness. We believe firmly in the power of prayer, and we lift high the name of Jesus through worship.

## MISSION

Receive, love and proclaim Jesus as our greatest treasure to the glory of God.

## VISION

Generations of joy-filled, gospel-shaped people proclaiming Jesus Christ with conviction, competence and confidence.

### LOCATION

Burlington, ON

### COMPENSATION

\$35,000-45,000

### HOURS

20-30 hours per week with Sunday responsibilities

### DO I NEED TO BE ANGLICAN TO APPLY?

No you don't. To help ensure a good fit belief wise, you should read through [our beliefs](#) and know that we are members of [The Gospel Coalition Of Canada](#).

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## THE FIVE KEY PARTS TO THE ROLE ARE TO:

1. Be a *welcoming physical presence* in the office and the key point of contact for all visitors
2. Manage inbound *communication* in all forms, and much of the outgoing communication.
3. Provide *administrative leadership*: planning, organizing, coordinating, following up, driving to closure
4. Work closely and collaboratively with *church leadership*, including as an assistant to the senior pastor and pastoral staff
5. Handle the *financial administration* of church expenses, giving and rental income, and do some basic bookkeeping.

## ABOUT THE POSITION

We are seeking a Christ-loving administrator with excellent interpersonal skills who, in addition to managing the operations of the church, can work well with a diverse group of people and help create a welcoming atmosphere in our church home.

The purpose of this position is to manage our church office in North Burlington, including internal and external communications and use of its facilities, both by congregants and by outside groups and support our pastoral team administratively.

## CLARIFICATIONS

1. We have robust graphic design and web management skills on our team, so it's not essential for you to be strong in this.
2. We also have a bookkeeper, so you won't need to shoulder all the responsibility for bookkeeping. But there are some simple aspects that it would be helpful to have you own. We also have an experienced Treasurer and a volunteer Finance Committee of accountants.

## REMOTE VS ONSITE

This role is primarily an on-site role under normal conditions. During COVID, parts of the role can be performed remotely, but once we move past COVID you should expect the role to be based in our church office.

## QUALIFICATIONS

- Knowledge of general office procedures with proven experience.
- Strong organizational and administrative skills.
- Proficiency in computer operations and relevant database/software applications including Microsoft Office and Google Workspace (Drive, Docs, Sheets, Forms). Experience with Planning Center would be an asset.

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## • QUALIFICATIONS (CONTINUED)

- Ability, comfort and interest in moving the church's administration to modern, paperless, efficient systems that support remote work and collaboration.
- Ability, comfort and interest in managing the church's social media presence on Facebook through postings and answering questions.
- Excellent interpersonal skills, ability to deal with people and situations with tact and diplomacy.
- Exceptional oral and written communication skills.
- Analytical & problem-solving skills for practical day to day church matters.
- Ability to work independently or in a team setting.
- Conflict resolution skills.
- Ability to maintain strict confidentiality.
- Flexibility to meet the changing needs of the church and related clients.

## • RESPONSIBILITIES

### PHYSICAL PRESENCE

- Visitor welcome.
- Open/lockup building.
- Check the building regularly for safety.
- Check the piano tuning.
- Organize cleaning and landscaping.
- Arrange annual equipment inspections.
- Arrange opening and closing of outdoor sprinkler system.

### FINANCIAL

- Act as the liaison with the outside bookkeeping service & giving coordinator.
- Maintain and oversee the church's credit card.
- Pick up cheques for signature.
- Bank faxes.
- Cheque and cash deposits.
- Get Cheques signed and mailed out Copyright licences.
- Cheque ordering.
- Payment processing for counselling sessions.
- Orders and assigns MMC's numbered offering envelopes.

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## • RESPONSIBILITIES (CONTINUED)

### TEAM

- Attend staff meeting.
- General support and assistance to pastors and lay leader as needed.

### PLANNING & ADMIN

- Manage Church Calendar.
- Support Executive Committee (Plan, book dates, attend, take minutes) .
- Annual General Meeting (Plan, book dates, attend, take minutes) .
- Attend Synod.
- Annual contracts.
- Organize Nominations committee report .
- Review church policies.
- Schedule quarterly piano tunings.
- Chaperone for pastoral visits.
- Arrange Zoom meetings.
- Ensure pick up of garbage and recycling.
- Enter births, deaths and marriages.
- Maintain key holder spreadsheet.
- Maintain Parish Membership list.
- Purchase office supplies.
- Ensures church events are publicized.

*More details are available upon request*

## • COMPENSATION

Compensation can be negotiated within the above range and commensurate to skill and experience.

## • HOW TO APPLY

Please email [admin@stgeorgesonline.com](mailto:admin@stgeorgesonline.com) to express interest, request more information or to apply for the position.