

CORDOVA BAY UNITED CHURCH JOB DESCRIPTIONS

CHURCH ADMINISTRATOR

April 2026

POSITION TITLE: Church Administrator

POSITION SUMMARY: The Church Administrator plays the central role in ensuring that all the moving parts of the church ministry, administration, communication, and community outreach are working efficiently and effectively. This includes working closely with:

- all ministry and worship team personnel
- members of the congregation and their families
- other staff members and volunteers
- Church Council and Committee Chairs/Members
- renters and building user groups
- technology and service providers
- the general public

REPORTING TO: The Church Administrator reports to the Chair of the M&P Committee or designate.

The Church Administrator also liaises closely with the Minister, Worship Team, Council Chair, Treasurer, Property Committee, Caring Committee, Communications Committee, and Technology Team.

HOURS OF WORK: The position requires 28 hours per week with regular onsite hours Monday to Friday. Benefits are defined by the BC Employment Standards and the United Church of Canada or as negotiated.

Starting salary commensurate with experience and skills.

KEY RESPONSIBILITIES: The Church Administrator's main areas of responsibility include:

- management and administration of the Church office, including preparation of required materials for weekly worship services, maintenance of statistical reports, etc.
- coordination of communication with the congregation and with the broader community,
- providing administrative assistance to the worship team and ministry personnel,
- managing information technologies within the Church,
- administering rental opportunities for the Church,
- providing point of contact for community and congregational inquiries, and for service providers,
- working with the Treasurer regarding invoicing, payments received and distribution of receipts.

POSITION SKILLS AND ABILITIES: Beneficial attributes and competencies include:

- excellent interpersonal, communication, and empathetic listening skills

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- willingness to work in an affirming, diversity accepting, compassion-based environment
- problem solving and critical thinking abilities
- self-motivated life-long learner, who can work both independently and as a team member
- good judgment and effective decision-making skills
- strong office, digital, and information technology skills
- excellent administrative, planning, and organizational skills, including effective multi-tasking and time management
- appreciation and maintenance of confidentiality
- respect for social justice principles and the ethos of the United Church of Canada

QUALIFICATIONS:

- High school graduation. Post secondary education/training in business, website management, book-keeping, etc. desirable.
- Previous office administration experience desirable.
- Strong digital and technical skills, including the confident use of Microsoft Word, Excel, PowerPoint, and Publisher required.
- Strong information technology skills, including website and social media management.
- Certificates in appropriate skills/knowledge areas an asset.
- Proven ability to maintain confidentiality and privacy.

DUTIES AND RESPONSIBILITIES

1. Management and Administration of the Church office:
 - Meet weekly with the Worship Team
 - Prepare the required printed and electronic materials for weekly worship services, including, the order of service, PowerPoint presentation and other required content needed and requested by the ministry staff.
 - Prepare weekly announcement bulletins and other promotional/informational materials to be sent to the congregation.
 - Help plan and prepare for special services such as memorial services, including preparation of the order of service/celebration of life, any AV content the family requests, assistance to family in preparation of a memory table, etc.
 - Maintain the pastoral charge records, congregational directory, vital statistical information, and historical rolls. Forward the information to the United Church of Canada when required.
 - Maintain an organized digital and hard copy filing system
 - Provide a welcoming, safe, empathetic, and organized reception for staff, congregants, and visitors.

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- Answer and address phone, inperson, and internet inquires.
 - Support the Minister, Worship Team, Committee Chairs, members of the Church, and visitors via in person, electronic, telephone, and written communications.
 - Liaise with multiple community programs utilizing the Church space, e.g. Our Learning Garden, Island Health, the Girl Guides and Boy Scouts, exercise groups, one-off event organizers, etc.
 - Help prepare the Sanctuary for the weekly worship service in conjunction with the ministry staff.
 - Manage a small budget, including the office credit card used for sundry church expenses.
 - Purchase office and worship supplies as required and as requested.
 - Be one of the cheque signatories for the Church account and a secondary approver of electronic payments for online banking transactions.
 - Maintain a Policy and Procedure manual, including guidelines for weekly office processes.
 - During workdays, do a daily walk about of the Church building and property to assess for unanticipated problems, e.g. water leakage, broken window(s), electrical problem(s), alarm sounding, etc. Notify the appropriate Property representative.
 - Act as the point of contact for contractors/repair workers needing access to the Church.
2. Coordination of communication with the congregation and with the broader community:
- Produce a weekly announcement bulletin, circulate to the congregation, and post on the website.
 - Assist volunteers organizing and planning Church events, and support special Church projects and activities, (e.g. poinsettia sale order sheets, Angel Gift assignment sheets, etc.)
 - In conjunction with the Minister, maintain and update the digital signage at least weekly.
 - Help prepare needed materials for Messy Church.
 - Work with the Communication Committee to plan and implement special advertising or informational materials.
 - In conjunction with Council and the Chair of Communications, produce the Annual Report.
 - Schedule use of the facilities for Church related meetings/activities, one-off rentals bookings, and regular renters.
 - Maintain a calendar for room bookings and scheduled uses of the facility.

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3. Manage information technologies within the Church:
 - Manage the Church website and social media accounts, including but not limited to creating and posting materials, updating materials and layouts, being the contact person for the web hosting company, Canada Helps, and any other website outside service provider.
 - Weekly check the website and social media profiles and update as needed.
 - In conjunction with the Minister, maintain and update the digital signage, including troubleshooting, ensuring servicing is scheduled, and producing the messages displayed on the sign.
 - Act as the primary manager and administrator for the Church's social media and livestreaming accounts, e.g. YouTube, Facebook
 - Act as the contact person for repairs and maintenance of computers, the internet, and software programs, including that licences are renewed.
 - Be a resource for troubleshooting problems with the internet, social media sites, and the website.
 - Safely oversee and store all technology account information and passwords, including who is paying for subscriptions, when they are due, who has/needs access, etc.
 - Along with the leader of the technology team, manage the Church security system and account creation/deletion, including having the alarm account through the Church email account.
 - In conjunction with Property and the technology leader, ensure the Church computers are maintained, software updates are installed, and considerations be given to replacement as needed.
 - During working hours, acts as the point of contact for maintenance service providers, e.g. testing the fire alarms, work on the heating or alarm system, internet updates/concerns, etc.
 - Maintain software licences.

4. Manage and administer rental opportunities and agreements for the Church:
 - Answer inquiries and provide walk-about, as appropriate, for groups interested in utilizing the Church
 - Provide written information about rental rates and requirements to potential one-time and consistent renters.
 - In conjunction with Property and the renter, work on a mutually beneficial rental agreement/contract for groups who agree to utilize Church spaces.
 - Administer rental agreements including but not limited to scheduling, handling problems/complaints, sending invoices for actual usage, receiving and handling payments, and issuing receipts.

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- Maintain a calendar of Church facility usage and deal with conflicts and changes, (e.g. when Messy Church is scheduled, notify rental organizations who routinely use the space that the space will not be available for that day/time).
5. Work with the Treasurer regarding invoicing, payments received, distribution of receipts, and associated processes, including:
- Is second signer on all cheques and electronic payments to vendors through online banking.
 - Has authority to utilize the Church credit card, or similar tool, to cover online renewal of software licences, online purchases for the Church, etc.
 - Forwards all correspondence, (email or hard copy), vendor invoices, and inquiries relating to financial matters to the Treasurer. This includes, but is not limited to, bank statements, correspondence from the CRA on taxation and statutory reporting, insurance documents, WCB, and payroll documents.
 - Maintains historical financial records electronically, and those prior to 2022, by filed hard copy.
6. Other relevant and appropriate duties, as required.